



## Board's Governance Structure Policy

**Date approved:** 20 February 2023

**Review Date:** February 2024

This policy forms the basis for how the Board will organise itself and conduct its business. All Trustees are accountable for the functions of the Board. The Board may delegate some Board functions to the:

- Presiding Member
- The Principal
- Finance Committee
- Property Committee
- Health & Safety Committee
- Student Discipline Committee
- Self review Committee
- Personnel Committee
- Staff Discipline Committee
- Principal Appraisal Committee

All delegations, by the Board, are reviewed/updated and formally approved on an annual basis.

### Overview role of the

- Accountable for student progress and achievement to parents and community
- Has overall responsibility for school, including legal obligations covering curriculum, property, personnel, finance and health and safety
- Risk Evaluation

### Specifically:

- Sets strategic direction and long term plans for school and monitors board's progress against them
- Monitors and evaluates student progress and achievement
- Oversees the management of staff, property, finances, curriculum and administration
- Ensures that the educational needs and aspirations of Māori learners, Pasifika learners and learners with special education needs are identified, planned for and met
- Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage

- Appoints and supports the Principal and assesses their performance

## Policy Statements

### 1. Role of Board Member

Trustees on the Lincoln High School Board agree to adhere to the following Code of Conduct. 'Trustee' refers to all elected, co-opted, Principal, staff and student trustees who make up the Board.

#### Trustees shall:

- Ensure that Board's decisions support the delivery of the school Charter, as defined by the Strategic Intent Statement and Vision, for all students. Decisions will reflect the MOE requirements, NAGs, NEGs, and any other relevant legislation
- Ensure that the school tikanga are foremost when making decisions
- Respect the integrity of all involved in the high school community i.e. students, parents, staff, trustees and the Principal as the professional leader of the school
- Maintain the confidentiality and trust vested in them
- Support Board decisions and not act independently of any decisions made
- Defer to the Presiding Member as the public spokesperson for the Board or to the Deputy Chair/Principal if the Presiding Member is unavailable
- Declare any potential conflicts of interests to the Board as and when they arise
- Act as good employers
- Serve the high school and community to the best of their ability and be honest, reliable and trustworthy in all Board matters
- Positively promote the high school in the community
- Keep the Board informed about community perspective as relevant through the Presiding Member
- Display and be committed to culturally responsive leadership in respect of the bicultural heritage of Aotearoa and the Treaty of Waitangi

### 2. Role of Presiding Member

The Presiding Member is the leader of the Board and carries overall responsibility for the integrity of the Board processes. The role involves the following responsibilities:

- Ensure that all trustees understand and adhere to the Code of Conduct
- Chair Board meetings and ensure they run smoothly and democratically
- Encourage full participation of all trustees in board meetings
- In consultation with Principal, ensure an agenda is prepared for meetings, and through the Board Secretary, distributed to trustees
- Develop a good working relationship with the Principal through regular meetings
- Read all correspondence addressed to Chair and/or Presiding Member
- Share all relevant information with the full Board, as appropriate, if useful prior to the next full Board meeting
- Write a Board contribution when required and in consultation with the Principal
- Be the public spokesperson for the Boards; another member can be delegated to be spokesperson on specific issues, by the Presiding Member
- Ensure that the Principal's performance agreement including a professional learning and development plan, and appraisal are completed on an annual basis
- Ensure that concurrence for the Principal is considered on an annual basis

### **3. Board Meeting Procedures**

The school is obliged to comply with the Local Government Official Information and Meetings Act 1987. This Act requires the following:

- All Board meetings should be open to the public with an agenda made available. Times and places of board and Committee meetings must be published with reasonable notice (s46)
- The public may be excluded from all or part of a meeting on passing of a resolution (s48) to move into committee
- Bona fide journalists are deemed to be members of the public and are thus entitled to report on the Board's proceedings. They must withdraw from in-committee sessions
- Meeting minutes are available at the school and may be inspected by any member of the public except a meeting or part of a meeting from which the public was excluded. Notes may be taken from minutes
- The secretary of the Board will take all necessary precaution to ensure that no member of the public shall inspect or see minutes of the part of the meeting from which the public was excluded
- The Board has procedures in place to ensure that there is no conflict of interest in the Boards' transactions or discussions
- All trustees are accountable for the function of the Board. The Board may delegate some Board functions to the Presiding Member and/or the Principal. Delegations are reviewed and approved annually

### **4. Procedures on Conflict of Interest**

A conflict of interest could occur in (but is not limited to) the following situations:

- A trustee who has submitted a tender for a contract that the Board is in the process of awarding
- A staff member or the Principal could have a conflict of interest when the Board is considering a response to a document put out by NZSTA regarding teachers' pay and conditions
- A staff member or the Principal could have a conflict of interest when the Board is considering pay or salary deductions following strike by staff
- The Board is discussing the Principal's Performance Agreement and a consequential salary adjustment or concurrence payment
- A trustee who has a child who has been verified under ORS and resources for this student are being discussed at the meeting

A trustee who identified a conflict of interest should:

- Publicly declare a conflict of interest, state the general nature of the interest and have the declaration recorded in the minutes
- Withdraw from the meeting while the matter is discussed
- Not vote on the matter, and
- Not discuss the matter with the Board or attempt to influence the vote

## **5. Board - Committees**

The Board will have the following standing committees. A fundamental consideration of sustainability and Te Tiriti o Waitangi will be considered in any decision making for these committees:

- Finance
- Property
- Health & Safety
- Student Discipline
- Self review
- Personnel
- Staff discipline
- Principal appraisal

### **Finance Committee:**

- Will be chaired by a designated member of the Board
- The Principal will be on the Finance Committee
- At least two Board members will be in the committee with the Principal (other Board members may attend). A quorum of any two members is required
- This committee will review reports and report to the Board on:
  - Items related to financially based risks
  - Discussions with auditors
  - International students
  - Investment accounts
  - Financial reports
  - Relevant MOE circulars
  - Contracts with external service providers

The committee is responsible for proposing the annual budget, reviewing the reports provided and monitoring financial performance. The committee should query a small random sample of payments and should approve the monthly expenditure and the financial report.

The minutes of the meeting, the Management Summary, Statement of Financial Position, and any other financial notes are to be sent to the Board with the monthly meeting Agenda.

### **Property Committee:**

- Will be chaired by a designated member of the Board
- The Principal will be on the Property Committee
- At least one Board or co-opted member will be on the committee with the Principal (other Board members may attend). Quorum of any two members is required
- The committee will meet at least once per term
- Committee will review reports on:
  - Significant Works Relevant matters from the staff Health and Safety committee meetings
  - The committee will identify future property needs
  - The 5ya property programme
  - Developing and implementing the school's property master plan

The committee will ensure that all compliance schedules for property assets are current and

that an appropriate insurance programme for all school assets and insurable risks is in place.

The minutes of the meeting are to be sent to the Board with the monthly meeting Agenda.

**Health & Safety Committee:**

- Will be chaired by a designated member of the Board
- The Principal will be on the Health & Safety committee
- At least one Board or co-opted member will be on the committee with the Principal (other Board members may attend). Quorum of any two members is required
- Committee will review reports on Health & Safety

The minutes of the meeting are to be sent to the Board with the monthly meeting Agenda.

**Student Discipline Committee:**

- All Board members (excluding Student and Principal) are on the Discipline Committee depending on availability
- There must be at least two Board members present for each discipline meeting

**Self-Review Committee:**

- Will be chaired by a designated member of the Board
- At least two Board members will be on the committee with the Principal (other Board members may attend). Quorum of any two members is required
- Committee will base reviews on:
  - Evaluative questions, prompts and indicators within context of review
  - Focus on aspects of good practice
- Will specifically look at specific and agreed dimensions of ERO Self-Audit checklist annually

The committee will meet as required, with minutes of the meeting sent to the Board at the subsequent monthly meeting Agenda.

**Personnel Committee:**

- This will be covered by Staff Matters

**Staff Discipline Committee:**


- Will be chaired by the Presiding Member or, in their absence, the Deputy Chair of the Board
- All Board members (excluding Student and Staff Trustee) are on the Staff Discipline sub-committee
- In the event that the Principal is the subject of the discipline, the Principal appraisal sub-committee will oversee the process

**Principal Appraisal Committee**

- All Board members (excluding Student and Staff Trustee, and Principal) are on the Principal appraisal committee
- Will be chaired by the Presiding Member

Approved: 20 February 2023

Signed:

A handwritten signature in black ink, consisting of a large, stylized 'N' followed by a horizontal line.

Nicky Hiku  
Presiding Member

Signed:

A handwritten signature in black ink, featuring a large, stylized 'K' followed by a horizontal line.

Kathy Paterson  
Principal