



## Governance framework

### Part C: Governance processes and procedures – ways in which we ensure effective governance

Policy	Approval date	Reviewed	Next review
<b>1. Meeting protocols</b> 1.1 Public attending board meetings 1.2 Meeting agenda 1.3 Evaluation of meeting	May 2022		Feb 2023
<b>2. Delegations and committee principles</b> 2.1 Review committee terms of reference 2.2 Student behaviour management committee terms of reference 2.3 Finance committee terms of reference and annual calendar	May 2022		Feb 2023
<b>3. Board induction process</b>	May 2022		Feb 2023
<b>4. Concerns and complaints process</b> 4.1 Board complaints checklist	May 2022		Feb 2023
<b>5. Internal evaluation process</b> 5.1 Triennial review programme	May 2022		Feb 2023

# C1 Meeting protocols

The Taupo Intermediate School board is committed to effective and efficient meetings and, to this end, sets out the following guidelines for the conduct of board meetings.

## Timing of meetings

- Dates and times of meetings will be set in the board workplan as agreed at the start of the year or as otherwise agreed during the year by Board resolution, normally on the last Monday of the month starting at 5.30pm and finishing no later than 7.30pm.
- A resolution for an extension of time may be moved but will not normally exceed 30 minutes.
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.

## Agenda and meeting papers

- The presiding member is responsible, in liaison with the principal, for the preparation of an agenda prior to each meeting.
- The principal is to ensure that secretarial services are provided to the board.
- Agenda items are to be notified to the presiding member 5 days prior to the meeting.
- The agenda and board papers will be circulated to board members at least 3 days prior to the meeting.
- The board should have access to all correspondence. Correspondence that requires the board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that board members can read it if required.
- The agenda for the part of each meeting that is open to the public will be posted on the board's section of the school website at least 48 hours prior to the meeting and copies made available at the meeting place for any members of the public.
- The agenda is to be collated with the items placed in order and marked with an agenda item number.
- Agenda items will reference relevant strategic goals and board policies.
- Late agenda items will only be accepted with the approval of the board and in rare circumstances where a decision is urgent.
- All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material in the meeting documentation.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
- The order of the agenda may be varied by resolution at the meeting.

## Public participation

- The board meeting is a meeting open to the public rather than a public meeting
- Only members of the board have automatic speaking rights
- Public participation is at the discretion of the board
- Public attending the meeting, including staff members not elected as the staff representative, are given a notice about their rights regarding attendance at the meeting – see C1.1 Public attending board meetings

## Exclusion of the public

- The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA).<sup>\*</sup> The wording to be used in the motion to exclude the public is found in Schedule 2A of LGOIMA. The board must make the reasons for excluding the public clear. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.
- Persons may be asked to remain after the public has been excluded because they possess knowledge that will be of assistance in relation to the matter to be discussed. The board must pass a resolution that they may remain<sup>\*</sup>.

## Conduct of meetings

- A quorum of more than half the members currently holding office is required for the board to be able to conduct any business<sup>\*</sup>.
- Meetings can be held via audio, audio and visual or electronic communication providing:
  - all board 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<sup>\*</sup>.
- Board members will declare any conflict of interest at the beginning of the meeting.
- Any board members with a conflict of interest or pecuniary interest in any issue shall not take part in any debate, deliberation or decision making on such issues. They must be excluded from the meeting for the duration of the debate, deliberation or decision making.<sup>\*</sup> A pecuniary interest arises when a board member may be financially advantaged or disadvantaged as

result of decisions made by the board (contracts, pay and conditions). A conflict of interest is when an individual board member could have or could be thought to have a personal stake in matters to be considered by the board.

- The presiding member shall be appointed by election at the first meeting of the year except in the triennial election year where it will be at the first meeting of the newly elected board\*.
- The elected presiding member (or, in their absence, a non-school-based board member) presides at meetings.
- Only apologies received from those who cannot be present must be recorded. Members of the board who miss three consecutive meetings without the prior leave of the board cease to be members.\* An apology does not meet the requirement of prior leave. To obtain prior leave, a board member must request leave from the board at a board meeting, and the board must make a decision whether or not to grant it.
- Points of order are questions directed to the presiding member that require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.
- The board's normal meeting procedures may be suspended by resolution of the meeting.

## Decision-making process

- All board decisions are made in light of board policy and the board's primary objectives of ensuring that; every student at the school is able to attain their highest possible standard in educational achievement; the school is an inclusive and safe place for all students and staff; the school gives effect to relevant students' rights and gives effect to Te Tiriti o Waitangi
- All decisions are to be taken by open voting by all board members present
- In the event of tied voting on a resolution, the presiding member may exercise a casting vote in addition to their deliberative vote\*
- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the presiding member and are then open for discussion
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting
- No further amendments may be accepted until the first one is disposed of
- The mover of a motion has right of reply
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment
- When a matter cannot be resolved or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion

## Minutes

- Board meeting minutes will be taken by a contracted, paid minute secretary who is not a member of the board.
- The minutes are to clearly show resolutions and action points and who is to complete the action.
- Minutes are sent to the presiding member for checking within 3 working days and distributed electronically to the board within seven working days. Requests for corrections or amendments should be submitted by email to the presiding member as soon as possible to ensure accurate minutes can be confirmed at the next meeting.
- Minutes to be tabled for approval should be included in documentation made available to all board members prior to the meeting.

Once minutes are approved as true and correct, recordings of that meeting are to be deleted.

## Calling special meetings

- If the Board has adopted procedures regarding special (extraordinary) meetings, then those would apply.
- In the absence of board procedures, a special meeting may be called by the presiding member. Otherwise, one third of board members currently holding office agreeing to call a special meeting would be good practice.

\* Legislative requirement

## C1.1 Public attending board meetings

**The board fosters open and transparent governance. It welcomes public attendance at and observation of board meetings. Members of the public include staff, students and parents' families and whānau of the school community who are not members of the board.**

A copy of the following procedures will be provided to members of the public attending meetings so that they understand the rules that apply and are to be followed unless otherwise authorised by the board:

- Board meetings are not public meetings but meetings held in public.
- If the meeting moves to exclude the public (usually to protect the privacy of individuals), members of the public will be asked to leave the meeting until this aspect of business has been concluded.
- Members of the public may be given copies of the meeting agenda and associated reports.
- Members of the public may request speaking rights on a particular item that is on the agenda. Preferably, this request will have been made in advance. Public participation is at the discretion of the board.
- Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of 15 minutes per interest group.
- No more than 3 speakers will be permitted on any one agenda item.
- Speakers are not to question the board and must speak to the agenda item.
- Board members will not address questions or statements to speakers.
- Speakers shall not be disrespectful or offensive or make malicious statements or claims.
- If the person presiding over the meeting believes that any of these conditions have been breached or the speaker has gone over time, they may be asked to finish.

**This procedure has been approved by the board of trustees on May 2022.**

# C1.2 Meeting agenda

A typical agenda will be as follows:

**Taupo Intermediate School Board  
Board Meeting Agenda  
Monday XX XX 20XX, School Meeting Room, commencing 5:30pm**

***VISION: To make a positive difference through the T.I.S Way***

**OPENING MATTERS – X mins**

1. Welcome, Present/Apologies/Guests, Speaking Rights, Declaration of Interests

**ENVIRONMENTAL SCANNING – XX mins**

2. What's on the Radar?
3. Update of Kahui Ako

**STRATEGIC | CRITICAL – XX mins**

4. Decisions to be made:
5. Discussions to be held:

**MONITORING | REPORTING – XX mins**

6. Principal's Report
7. Financial Report
8. Property Report
9. Staff Report
10. Compliance
11. Ski Lodge Update
12. Board Professional Development

**IN-COMMITTEE TIME – 10 mins**

13. Decisions or discussions that require the Board to move into "Committee"

**ADMINISTRATION – 5 mins**

14. Review and Acceptance of Previous Meeting Minutes
15. Matters Arising from Previous Minutes
16. Correspondence – Inwards + Outwards
17. Board Message to the Community
18. Trustee Time Log

**MEETING CLOSURE**

19. Comments on Meeting Procedures and Outcomes
20. Preparation for Next Meeting

**FUTURE MEETING DATES**

Note: Board Workplan is on the back of the agenda, a list of Current Delegations in Board Minutes and Correspondence is emailed to Board Members and stored in the Dropbox folder.

# C1.3 Evaluation of meeting on [date] chaired by [name]

1. How well do you think we achieved the objectives for the meeting based on the agenda?

Not at all					Very well
1	2	3	4	5	

Comment:

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2. How well do you think the board works as a team?

Not at all					Very well
1	2	3	4	5	

Comment:

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3. How satisfied are you with how the meeting was chaired?

Not at all					Very well
1	2	3	4	5	

Comment:

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4. How satisfied are you with your participation and contribution as an individual?

Not at all					Very well
1	2	3	4	5	

Comment:

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5. Is there anything that you believe could improve our meeting process?

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Name: (Optional) \_\_\_\_\_

## C2 Delegations and committee principles

Regulation 9 of the Education (School Boards) [Regulations](#) 2020 allows the board to appoint committees/working parties to assist it to carry out its responsibilities and due process (e.g. staff appointments, finance, property, disciplinary).

Unless specified otherwise in the Education & Training [Act](#) 2020, Regulation 8 of the Education (School Boards) 2020 gives the board the authority to delegate any of its functions or powers to a person (as specified in the regulation) or committee, except the power to borrow money.

Delegations must be made by resolution of the board and should be notified to the delegate(s) in writing, along with terms of reference.

A person who has been delegated functions or powers of the board may not sub-delegate to another person without prior written consent of the board.

Anyone to whom a sub-delegation has been made, is subject to the same restrictions and terms of reference as the original delegate.

No one may exercise any of the board's functions or powers without delegation.

### Board committees:

- Are to be used sparingly to preserve the board functioning as a whole when other methods have been deemed inadequate.
- Can include non-board members but at least one committee member must be a member of the board.
- May not speak or act for the board except when formally given such authority for specific and time-limited purposes – such authority will be carefully stated in order not to conflict with authority delegated to the principal or the presiding board member.
- Assist the board chiefly by preparing policy alternatives and implications for board deliberation.
- Are intended to assist the board and not to advise or carry out the work of staff.
- Must act through the board and can only recommend courses of action unless they hold delegated authority to act on the board's behalf.
- Are to have terms of reference drawn up as required, usually containing information as to their:
  - o purpose
  - o membership
  - o delegated authority

The board will maintain a record of current delegations.

The board of Taupo Intermediate School currently has the following standing committees:

- Disciplinary committee
- Finance committee

Any other committees established for special purposes should conform to the above principles.

## C2.1 Review committee terms of reference

### Purpose

To monitor, on the board's behalf, compliance with board policies and external legislation. This includes:

- Supporting the board to review the effectiveness of the board's governance processes.
- Reviewing the effectiveness of systems for the assessment and management of areas of risk.
- Verifying that mechanisms are in place to ensure compliance with statutory requirements, financial and other.
- Commissioning reviews of specific controls and procedures (financial or non-financial) where requested by the board.
- Reporting any concerns or reservations arising from the external auditor's/reviewer's work and any other matters that the external auditor/ reviewer brings to the attention of the board.
- Ensuring implementation of the triennial review programme.

### Committee members

At least one board member who should not be either the presiding member of the board or principal.

### Meets

As required. The person presiding over this committee will report to the board as appropriate on the areas covered by the terms of reference and the triennial review programme.

### Delegated authority

The review committee is formally constituted as a committee of the board within these approved terms of reference and the delegated authority recorded in the board's delegations list.

The committee shall be appointed by the board. The board may co-opt additional board members to the committee as and when required.

Members of the management team shall attend meetings when requested.

A representative of the external auditor may be requested to attend meetings when appropriate.

The committee is authorised by the board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any board member or employee, and all members of the board and employees are requested to cooperate with any request made by the committee. The principal will be informed in advance of any such requests.

The committee may recommend that external and independent advice is sought. If the advice is likely to incur costs, prior approval must be sought from the board.

No individual member of the review committee can act without the directive of the committee as a whole.



## C2.2 Student behaviour management committee terms of reference

### Purpose

To ensure that all processes relating to the suspension of students adhere to the requirements of the [Education and Training Act 2020](#), [Education \(Stand-down, Suspension, Exclusion and Expulsion\) Rules 1999](#) and [Ministry of Education guidelines](#).

### Committee members

All members of the board excluding the principal.

The board's presiding member shall preside over student suspension meetings or, in their absence, another non-school based board member determined by the committee.

The quorum for the committee shall be two board members.

### Delegated authority

Under Clause 8 of the Education (School Boards) Regulations 2020, certain powers of the board shall be delegated to the student behaviour management committee of the board. The committee will:

- Review the principal's decision to suspend.
- If the principal's decision to suspend is upheld, make recommendations to the board or decide the outcome according to committee as delegated.
- Uphold the principles of natural justice in suspension meeting procedures.
- Act in fairness, without bias or prejudice and with confidentiality.
- Act within legislation and the Ministry of Education guidelines and student (human) rights set out in the New Zealand Bill of rights Act 1990 and the Human Rights Act 1993.
- Act only on written and agreed information, not hearsay.

The board will be kept informed by the principal of the number of stand-downs, suspensions, exclusions and expulsions at each board meeting.

**Review schedule: Triennially**

## C2.3 Finance committee terms of reference and annual calendar

### Purpose

The finance committee is formed to provide guidance to the principal in the financial management of the school.

### Scoping

The school board has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finances and budget to the principal.

As a committee of the board, the finance committee is responsible for providing guidance to the principal on financial matters.

### Delegated authority

The finance committee is responsible to the board for:

- Recommending, in association with the principal, an annual operating and capital budget, including professional development budget allocation for the principal and the staff.
- Determining the level of budgetary discretion available to the principal.
- Monitoring and reporting on the annual budget via the principal.
- Reviewing on behalf of the board accounts passed for payment by the school.
- Advising on additional funding sources.
- Assisting, if appropriate, the principal's preparation of the financial report, presented by the principal at every board meeting.
- Recommending changes to financial policy.
- Overseeing the preparation of the annual accounts for board approval.
- Assisting the principal in reporting financial performance to parents and the community.
- Providing input into the school's strategic plan.
- Preparing special reports for consideration by the board.
- Annually reviewing the school's risk management needs and insurance cover.
- Assessing and making recommendations to the board on requests for spending on individual items outside of budget.

### Finance committee annual calendar

Date	Action required
28 February	Finance committee self-review and plan for the year Annual budget approval
31 March	Annual accounts prepared and forwarded to the auditors
31 May	Community reporting on financial performance
30 June	Ensure any issues raised by the auditor have been addressed Mid-year budget review
31 August	Annual review of risk management needs and insurances
30 September	Annual review of 10-year property plan completed, in accordance with the board's review plan, by the property committee and available as an input document for budgeting purposes. Note that this should also encompass normal cyclical maintenance and capital works Annual plan available as an input document for preparation of the budget
31 October	Initial annual budget recommendations submitted to the board
30 November	Revised annual budget (if required) submitted to the board for approval at start of next school year

**Review schedule: Triennially**

## C3 Board induction process

The board is committed to ensuring continuity of governance and a smooth transition when new members join the board.

**New board members will receive a welcome letter on their joining the board which includes:**

- Where and when they can access their governance folder
- A suggested date for induction
- An outline of what will be covered in the induction meeting
- The date of the next board meeting
- Board presiding member (chair) and principal contact details

**New board members will be issued with a governance manual (either electronically or in hard copy) containing copies of the school's:**

- strategic and annual implementation plans
- policies
- current budget
- last ERO report
- last annual report
- triennial board workplan
- minutes of the last three open board meetings
- any other relevant material

**New board members will be invited to attend an induction, facilitated by the presiding member or delegate, which will include:**

- Introduction to the board's strategic goals, strategic plan and an explanation of their importance
- Explanation of board policy and other material in the governance folder
- Summary of any opportunities or risks facing the board
- Overview of the requirements of the presiding member role with reference to policy
- Discussion of the board's code of conduct – board members to sign and agree to work within the board's code
- Outline of current board professional development
- Overview of first board meeting including delegations

The principal and presiding member or delegate will brief all new members on the organisational structure of the school.

The principal will conduct a site visit of the school.

New board members are to be advised of the professional development that is available from NZSTA and other relevant providers.

**After 3 months on the board, the effectiveness of the induction process is to be reviewed by the presiding member with the new members. The review will include the following aspects:**

**Did you feel welcomed onto the board?**

Very welcome

Welcome

Not very welcome

Comment:

**Did you receive all necessary information in a timely manner?**

Very timely

Timely

Not very timely

Comment:

**Did you find the induction with the principal and presiding member effective?**

Very effective

Effective

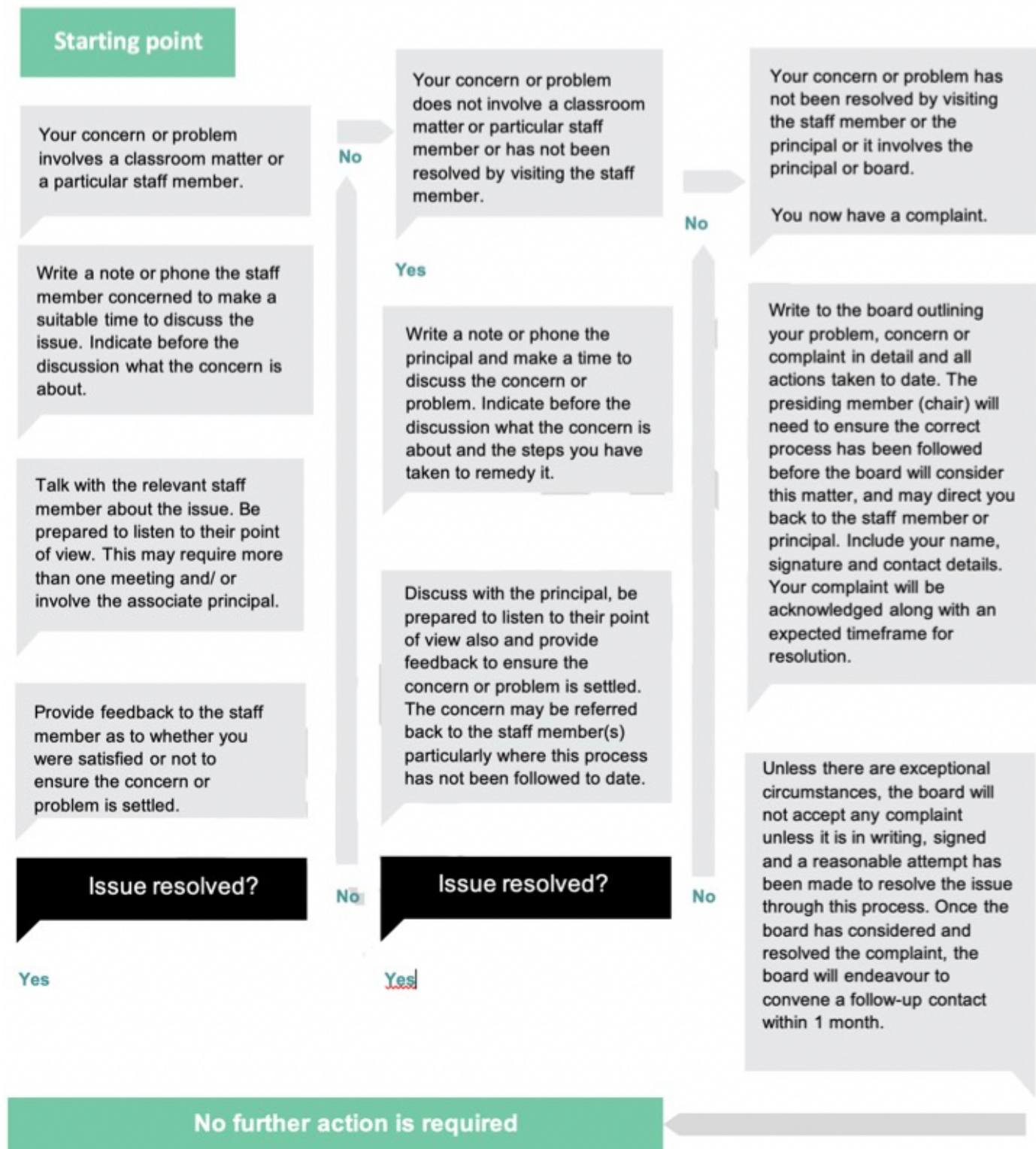
Not very effective

Comment:

**Please comment on how we could improve this induction process:**

# C4 Concerns and complaints process

## Advice for students, staff, parents, whanau and community



## C4.1 Board complaints checklist

Once a letter of complaint has been received, the board's presiding member (chair) should ensure the following process is followed:

Checklist	Notes/date completed
1. Presiding member ensures the process has been followed as outlined in the concerns and complaints procedure or is a genuine complaint against the principal or board.	
2. Presiding member verifies with the principal that any staff (or others) identified in the complaint are aware of the situation and that there has been discussion and attempts to reconcile.	
3. If the complaint or action is employment related or has potential industrial relations implications, presiding member contacts NZSTA employment advisory and support centre. For all other complaints, contact NZSTA governance advisory and support centre.	<a href="mailto:eradvice@nzsta.org.nz">eradvice@nzsta.org.nz</a> <a href="mailto:govadvice@nzsta.org.nz">govadvice@nzsta.org.nz</a>
4. Presiding member alerts the school's insurance broker.	
5. Presiding member acknowledges the letter of complaint within 7 days and advises the board process, or redirects the complainant to principal, syndicate leader or staff member as appropriate. Presiding member reports to the board without names or detail at the next meeting.	
6. Once confirmed as a legitimate complaint to the board, presiding member forwards it confidentially to all board members for consideration. Any member who has a conflict of interest should declare and take no further part in the process around this matter.	
7. Board requests principal to present full written report to the board outlining all actions taken, advice received, meetings held and justified decisions made.	
8. Board determines if the principal's report fully satisfies it of full and fair process. If so, the board supports the principal and advises the complainant.	
9. If not satisfied, the board meets and discusses in public excluded business, determines whether or not to formally meet the complainant and delegates responsibility to members of the board as deemed appropriate.	
10. Board delegates meet with the complainant and discuss the complaint more fully - clarifying, investigating and verifying. Support persons should be confirmed as welcome to attend this meeting.	
11. Board delegates report back to full board and recommend actions/decisions.	
12. Board considers recommendations, records and formally minutes decisions.	
13. Board advises complainant in writing of its provisional decisions and factors considered in reaching them, within 21 days of complaint receipt, unless otherwise agreed by all parties. Complainant is given opportunity to comment before the board's final decision is reached and given.	
14. Board advises complainant of their right to apply for dispute resolution if they are dissatisfied with the outcome.	
15. Board aims to convene follow-up meeting within 1 month of step 9.	

## C5 Internal evaluation process

**A planned process for internal review enables continuous improvement in the governance and performance of the school.**

The board's triennial review schedule is based on annually updated workplans.

A copy of the current workplan will be considered at each board meeting to ensure the evaluation cycle is on track.

**Performance for each area itemised on the review schedule will be evaluated against evidence that includes but is not limited to:**

- The annual report including the Analysis/Statement of Variance (AoV/SoV) and audited financial statements
- Student achievement data
- Staff and student wellbeing surveys
- Education Review Office (ERO) reports
- Board internal governance evaluation and performance review
- Feedback from parents, caregivers and staff
- Student voice
- Principal performance review
- Any other means deemed appropriate by the board.

**Review schedule: Triennially**

# C5.1 Triennial review programme - based on annual work plans 2023–2025

## Board meeting dates 2023

Area for review	Feb	Mar	May	Jun	Aug	Sep	Nov	Dec
Strategic plan	Confirm and approve 3-year strategic plan and annual implementation plan	Annual aims regularly reviewed and reported to board through principal's reports Community of Learning/Kāhui Ako regularly reported to board through principal's reports					Review of strategic plan Approve review plan	AoV/SoV Receive draft annual implementation plan
Policy	Governance policy 1: Board responsibilities Governance policy 2: Board code of conduct	Operational policy 1: Responsibilities of the principal		Operational policy 2: Curriculum delivery	Operational policy 9: Concerns and complaints		Governance policy 5: Presiding member role description	
Student progress and achievement	2022 AoV/SoV report	Learning support needs		Mid-year report post parent interviews	Pasifika student focus	Gifted and talented		AoV/SoV draft
Te Tiriti o Waitangi	Māori student focus	Local Māori community consultation		Māori student focus	Local Māori community consultation		Ensure strategic plan reflects local tikanga Māori, mātauranga and te ao Māori	
Inclusion and wellbeing	Student transition focus		Receive staff wellbeing survey report		Receive student wellbeing survey report		Student transition focus	Board wellbeing assessment
HR	Principal performance agreement process	Principal performance agreement approved	HR audit	HR audit report Mid-year principal performance review		Provisional staffing entitlement and funding		Principal appraisal report
Curriculum	Key competencies		English		Numeracy	The arts		
Budget	Approve budget Draft financial report	Monitor Monthly report	Monitor Monthly report	Mid-year review Monthly report	Monitor Monthly report	Monitor Monthly report Update/review SYA/10YPP	Next year's draft budget Monthly report	Finalise and adopt draft budget Monthly report
New government or local initiatives								
Board process compliance requirements	Elect presiding member Delegations	Accounts to auditor AoV/SoV to MoE	Annual report to MoE by 31 May	Roll return 1 July Election of presiding member (in election year)	Induction of new board (in election year)	Student representative election	Health curriculum consultation	Board report to community
Board PD & internal evaluation		Your community workshop	Health and safety workshop		NZSTA new board PD (election year)	NZSTA new board PD (election year)	Evaluation of board effectiveness	



## Board meeting dates 2024

Area for review	Feb	Mar	May	Jun	Aug	Sep	Nov	Dec
Strategic plan	Confirm 3-year charter/strategic plan and annual implementation plan	Annual aims regularly reviewed and reported to board through principal's reports Community of Learning/Kāhui Ako regularly reported to board through principal's reports					Review strategic plan	AoV/SoV Receive draft annual implementation plan
Policy	Governance policy 9: Principal performance management		Operational policy 3: Personnel; 3.1: Appointments	Governance policy 4: Conflict of interest	Operational policy 4: Financial planning, 4.1: Financial condition 4.2 Asset protection	Governance policy 6/7: Staff/student representative role description	Governance policy 8: Relationship between presiding member & principal	
Student progress and achievement	2023 AoV/SoV report	Learning support needs		Mid-year report post parent interviews	Pasifika student focus	Gifted and talented		AoV/SoV draft
Te Tiriti o Waitangi	Māori student focus	Local Māori community consultation		Māori student focus	Local Māori community consultation		Ensure strategic plan reflects local tikanga Māori, mātauranga and te ao Māori	
Inclusion and wellbeing	Student transition focus		Receive staff wellbeing survey report		Receive student wellbeing survey report	Community survey - inclusion	Student transition focus	Board wellbeing assessment
HR	Principal performance agreement process	Principal performance agreement approved	Receive summary of exit interviews	Mid-year principal performance review		Provisional staffing entitlement and funding		Principal appraisal report
Curriculum		Technology		Health and physical education	Science		Social sciences	
Budget	Approve budget Draft financial report	Monitor Monthly report	Monitor Monthly report	Mid-year review Monthly report	Monitor Monthly report	Monitor Monthly report Update/review 5YA/10YPP	Next year's draft budget Monthly report	Finalise and adopt draft budget Monthly report
New government and local initiatives								
Board process compliance requirements/best practice	Elect presiding member Delegations Board code of conduct	Accounts to auditor AoV/SoV to MoE	Annual report to MoE by 31 May	Roll return 1 July Review committee principles and terms of reference		Student representative election		Parent reporting
Board PD & internal evaluation	NZSTA Finance workshops	Board self-directed learning	NZSTA Student behaviour mgt workshop	Board self-directed learning	NZSTA Inclusive schools and student wellbeing workshop	Board self-directed learning	Board self-directed learning	



## Board meeting dates 2025

Area for review	Feb	Mar	May	Jun	Aug	Sep	Nov	Dec
Strategic plan	Confirm 3-year charter/strategic plan and annual implementation plan	Annual aims regularly reviewed and reported to board through principal's reports  Community of Learning/Kāhui Ako regularly reported to board through principal's reports					Review of strategic plan	AoV/SoV Receive draft annual implementation plan
Policy	Operational policy 6: Health and safety	Operational policy 7: Child protection	Governance policy 3: Board remuneration and expenses	Operational policy 8: Managing challenging behaviour and physical restraint	Governance policy 8: Relationship between presiding member and principal	Operational policy 5: Protection and sharing of intellectual property	Operational policy 9: Concerns & complaints	
Student progress and achievement	2024 AoV/SoV report	Learning support needs		Mid-year report post parent interviews	Pasifika student focus	Gifted and talented		AoV/SoV draft
Te Tiriti o Waitangi	Māori student focus	Local Māori community consultation		Māori student focus	Local Māori community consultation		Ensure strategic plan reflects local tikanga Māori, mātauranga and te ao Māori	
Inclusion and wellbeing	Student transition focus		Receive staff wellbeing survey report		Receive student wellbeing survey report	Health curriculum consultation	Student transition focus	Board wellbeing assessment
HR	Principal performance agreement process	Principal performance agreement approved		Mid-year principal performance review		Provisional staffing entitlement and funding		Principal appraisal report
Curriculum		Mathematics and statistics	Education learning languages		Te reo Māori		Local curriculum & tikanga Māori	
Budget	Approve budget Draft financial report	Monitor Monthly report	Monitor Monthly report	Mid-year review Monthly report	Monitor Monthly report	Monitor Monthly report Update/review 5YA/10YPP	Next year's draft budget Monthly report	Finalise and adopt draft budget Monthly report
New government and local initiatives								
Board process compliance requirements/ best practice	Elect presiding member Delegations Board code of conduct	Accounts to auditor	Annual report to MoE by 31 May	Roll return 1 July Board meeting process review	Succession planning (ahead of election year)	Student representative election	Appoint returning officer for triennial elections as appropriate	Parent reporting Promote board elections next year Host Kōrari workshop
Board PD & internal evaluation	NZSTA Succession planning workshop			NZSTA Governance essentials	NZSTA Student achievement workshop	Board self-directed learning/workshops	NZSTA strategic planning workshop	