



TAIERI COLLEGE

GOVERNANCE POLICY

Rationale:	The Board of Trustees at Taieri College is focused on governance that fosters and supports the ongoing improvement of student progress and achievement and ensures that the school is a safe and inclusive place for all students and staff; gives effect to Te Tiriti o Waitangi.
Legislation:	Education & Training Act 2020 Education (School Boards) Regulations 2023 Human Rights Act 1993 New Zealand Bill of Rights Act 1990 Employment Relations Act 2000 Public Service Act 2020 Privacy Act 2020

BOARD ACTIONS

1. The Board of Trustees emphasis is on strategic leadership rather than administrative detail and it has a clear distinction of the Board of Trustees and staff roles. The Board of Trustees concentrates on the future rather than past or present and is pro-active rather than reactive.
2. All elected, appointed, and co-opted trustees, whether they are parent, staff, or student representatives, come to the Board of Trustees table entrusted to ensure effective governance despite the different perspectives they bring to Board of Trustees discussions.
3. Individuals are neither advocates nor delegates with sectional interests but work for positive outcomes for all concerned.
4. Regular reports of day-to-day operations by the staff or student trustee do not support strategic leadership but keep the Board of Trustees focused on day-to-day management; however, the student representative is encouraged to report matters of interest.
5. Accountability rests with the whole board, with no individual board member or committee having decision-making authority unless it has been delegated and documented.

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BOARD OF TRUSTEES ROLES AND RESPONSIBILITIES

The Board of Trustees key areas of contribution are to:

- set the strategic direction and long-term plans and monitor the board's progress towards meeting the Strategic Plan goals.
- protect the special character of Taieri College.
- set and as needed, modify the vision, mission, and values.
- approve and monitor the Annual Plan.
- ensure that the school is a safe place for all students and staff.
- monitor and evaluate student progress and achievement.
- appoint, assess the performance of the principal.
- act as a good employer.
- provide financial governance, approve the budget, and monitor financial management of the school.
- approve and monitor human resource policy/procedures, which ensures effective practice and contributes to its responsibilities as a good employer.
- develop, review, and approve major policies and programme initiatives.
- oversee, conserve, and enhance the property and resource base of the school.
- effectively manage risk.
- build a broad base of community support.
- ensure compliance with all legislative requirements.
- exercise governance in a way that gives effect to Te Tiriti o Waitangi by valuing and reflecting New Zealand's dual cultural heritage.
- ensure board members attend board meetings and take an active role.
- deal with disputes and conflicts referred to the board as per the school's concerns and complaints procedures.
- represent the school in a positive, professional manner.
- effectively hands over governance to new board members at election time.

TRUSTEE'S CODE OF ETHICS

The Board of Trustees is committed to ethical conduct in all areas of its responsibilities and authority. Trustees shall:

- ensure the needs of all students and their achievement is paramount.
- be loyal to Taieri College and its mission.
- respect the integrity of the principal and staff.
- observe the confidentiality of non-public information acquired in the role as trustee and not disclose to any other persons such information that might be harmful to Taieri College.
- be diligent and attend Board of Trustees meetings prepared for full and appropriate participation in decision making.
- ensure that individual trustees do not act independently of the Board of Trustees' decisions.
- speak with one voice through its adopted policies and ensure that any disagreements with the Board of Trustees stance are resolved within the Board of Trustees.

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- avoid any conflicts of interest with respect to their fiduciary responsibility.
- recognise the lack of authority in any individual trustee or subgroup of the Board of Trustees in any interaction with the principal or staff.
- recognise that only the Presiding Member can speak for the Board of Trustees.
- continually self-monitor their individual performance as trustees against policies and against any other current Board of Trustees evaluation tools.

AUTHORITY

The Board of Trustees is given its legal authority by the Minister of Education through its Charter which is its mandate to act on behalf of its community.

The Board of Trustees has a governance responsibility for the development, implementation and review of the Taieri College's charter which includes policies in the following areas.

The Statement of National Education and Learning Priorities (NELP)

The Statement of National Education and Learning Priorities (NELP) and the Tertiary Education Strategy (TES) are issued under the Education and Training Act 2020.

The NELP must be consistent with the objectives for education. These are: helping children and young people to attain their educational potential; preparing young people for participation in civic and community life and for work, and promoting resilience, determination, confidence, creative and critical thinking, good social skills and the ability to form good relationships; and helping children and young people to appreciate diversity, inclusion and Te Tiriti o Waitangi.

The TES must set out the Government's long-term strategic direction for tertiary education, including economic, social, and environmental goals, and the development aspirations of Māori and other population groups.

One of the purposes of the Act is to establish and regulate an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relationships. Section 9 sets out the main provisions of the Act in relation to the Crown's responsibility to give effect to Te Tiriti o Waitangi. These provisions include obligations in relation to Te Tiriti o Waitangi for school boards, tertiary education institutions and education agencies.

Objective 1: Learners at the centre

Priority 1:	Ensure places of learning are safe, inclusive, and free from racism, discrimination, and bullying
Priority 2:	Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages, and cultures

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Objective 2: Barrier-free access	
Priority 3:	Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs
Priority 4:	Ensure every learner/ākonga gains sound foundation skills, including language, literacy, and numeracy
Objective 3: Quality teaching and leadership	
Priority 5:	Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning
Priority 6:	Develop staff to strengthen teaching, leadership, and learner support capability across the education workforce
Objective 4: Future of learning and work	
Priority 7:	Collaborate with industries and employers to ensure learners/ākonga have the skills, knowledge, and pathways to succeed in work

ACCOUNTABILITY

The Board of Trustees is responsible for adhering to all Legislation and for ensuring the views and interests of the community, that the Taieri College serves, are reflected in the decisions it makes. The Board of Trustees is accountable to the Crown.

EVALUATION

The Board of Trustees will review its activities according to the triennial review schedule. Each review will be minuted in the Board of Trustees minutes.

PRINCIPAL'S ROLE

The principal:

- is by law, a full member of the Board of Trustees.
- provides information and guidance to the Board of Trustees.
- acts as the educational leader of Taieri College.
- manages Taieri College within the law and in line with Board of Trustees policies and goals.
- oversees the day to day running of Taieri College.
- oversees teacher/support staff appraisals and staff development programmes.

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PRESIDING MEMBER'S ROLE

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

- Spokesperson for the Board of Trustees on strategic matters.
- Establishment and maintenance of an ongoing working relationship with the principal.
- Building of an effective team.
- Ensuring that the Principals Performance Agreement and Appraisal are completed on an annual basis.
- Protected Disclosure Officer (refer Protected Disclosure Policy).

Chairing of the meetings:

- Meeting discussion content will only be those issues that, according to Board of Trustees policy, clearly belong to the Board of Trustees to decide not the principal.
- Deliberation will be timely, fair, orderly, and thorough, but also efficient, limited to time and kept to the point.
- Meeting procedures as outlined in the Standing Orders and Local Government Official Information and Meetings Act 1987 are observed except where the Board of Trustees has suspended them.

MEETING PROCESS

The Board of Trustees is committed to effective and efficient meetings. Meetings will:

- be based on a prepared agenda. The agenda preparation is the responsibility of the Presiding Member and items for the agenda will be called for prior to the meeting.
- sufficient copies of the agenda of the open (public) session will be available at the meeting place for the public.
- be held with the expectation that trustees have prepared for them and will always participate in all discussions within the principles of acceptable behaviour.
- have the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Official Information and Meetings Act 1987. Decisions by the Board of Trustees are fully recorded but remain confidential. The Board of Trustees needs to:
 - make the reasons for excluding the public clear.
 - reserve the right to include any non-Board of Trustees member it chooses.

MEETING PROCEDURES

- Meetings will generally be held twice a term as per the annual schedule, these can be in person or via Zoom.
- The quorum shall be more than half the members of the Board of Trustees currently holding office.
- The Presiding Member shall be elected at the first meeting of the Taieri College year, except in the general election year where it will be at the first meeting of the newly elected Board of Trustees.
- The Presiding Member may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.

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- Any trustees with pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.
- The order of the agenda may be varied by resolution at the meeting.
- All decisions will be taken by open voting by all trustees present.
- The minutes will be distributed within five days of the meeting.

TIME OF MEETINGS

- Regular meetings will be limited to two hours duration.
- Any business remaining on the agenda at the conclusion of the meeting will be transferred to the following meeting.
- Meeting times and meeting schedule will be confirmed at the beginning of each year.

SPECIAL MEETINGS

- A special meeting may be called by the Presiding Member with all Board of Trustees members informed.

EXCLUSION OF THE PUBLIC

- The meeting may, by resolution, exclude the public and news media from the whole or part of the proceedings in accord with the Official Information and Meetings Act 1987.

PUBLIC PARTICIPATION

- Public will not normally be allowed free discussion during the meeting.
- Public participation is at the discretion of the Presiding Member.
- Public attending the meeting will be given a notice about their rights to participation in the meeting.

MOTIONS / AMENDMENTS

- All motions and amendments moved in debate must be seconded unless moved by the Presiding Member.
- 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 a right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.
- All members may be consulted with for discussions via electronic communication for decisions between meetings which will then recorded in the minutes at the following Board of Trustees meeting.

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COMMITTEE PRINCIPLES

The Board of Trustees may set up committees or project teams to help carry out its responsibilities and due process (eg. internal audit, disciplinary). Board of Trustees committees:

- are to be used sparingly to preserve the Board of Trustees functioning when other methods have been deemed inadequate.
- may use non-Trustees as sources of advice but only Trustees can be part of the decision-making process.
- may not speak or act for the Board of Trustees 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.
- help the Board of Trustees (not the administration) do its work.
- are to have terms of reference drawn up as required. It is suggested that these contain information about the following:
 - Purpose
 - Committee members
 - Duties and responsibilities
 - Reporting procedures/schedule
- The Board has the right to delegate to a sub-committee to be set up and could co-opt outside members for projects.

BOARD OF TRUSTEES REVIEW OF GOVERNANCE

In line with Taieri College values, the Board of Trustees seeks to exemplify these in their own practice.

Presiding Member

- The Board of Trustees Presiding Member will evaluate his/her effectiveness and performance in discussion with individual trustees and the principal.
- Annually the Presiding Member will co-ordinate a review of the effectiveness of the Board of Trustees.
- A report will be provided to the Board of Trustees on the outcomes, including a training plan for the Board of Trustees as a whole.
- The review will be based on the Strategic Plan and Policy Framework.

Trustees

- Annually each trustee will evaluate their own contribution to the Board of Trustees and the individual effectiveness in discussion with the Presiding Member.
- The basis of this review shall be this Governance Policy.

OPERATIONAL POLICY

The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful, and imprudent or which violates the Board of Trustees' Charter or expressed values or commonly held professional ethic.

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REQUIREMENTS OF THE PRINCIPAL

- To meet the requirements of the current job description, Taieri College Charter and annual performance goals.
- Only decisions made by the Board of Trustees acting as a Board of Trustees are binding on the principal. Decisions or instructions of individual Board of Trustees' members, portfolio holders or committees are not binding on the principal except in rare circumstances when the Board of Trustees has specifically authorised it.
- The relationship is one of trust and support. Both parties work to ensure "no surprises".
- The principal is not restricted from using the expert knowledge of individual Board of Trustees members acting as volunteers.

PRINCIPAL'S PERFORMANCE APPRAISAL

- The principal's performance is monitored against the strategic plan, professional standards, and Board of Trustees policies.
- The Board of Trustees monitors those parts of the principal's objectives that have been identified and agreed upon by both parties in advance.
- The principal will be appraised each year alternating annually between the Board of Trustees' Presiding Member (or designated person or committee) and an external appraiser. The format and process for this meeting will be negotiated and agreed upon by the Board of Trustees' Presiding Member / delegate and the principal.
- The Board of Trustees will receive a summary report, formally once a year at a Board of Trustees meeting that has 'excluded the public'. The report will be held in the Board of Trustees' closed minutes.

REPORTING TO THE BOARD OF TRUSTEES (AS LIMITATIONS)

The principal reports to the Board of Trustees as a whole and keeps it informed of the true and accurate position of the outcomes of programmes and services; financial position; and all matters having real or potential legal considerations for Taieri College.

The Board of Trustees is supported in its strategic decision-making and risk management. Therefore, the Principal shall:

- inform the Board of Trustees of significant trends, implications of Board of Trustees' decisions, issues arising from policy matters or changes in the basic assumptions upon which the Board of Trustees' strategic goals are based.
- submit the monitoring data required in a timely, accurate and understandable fashion.
- report and explain financial variance of 10% against budget.
- present information in a suitable form - not too complex or lengthy.
- inform the Board of Trustees when, for any reason, there is non-compliance of a Board of Trustees policy.
- recommend changes in Board of Trustees' policies when the need for them becomes known.

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- limit public statements about the official position of the Board of Trustees on controversial social, political, and/or educational issues to what the Board of Trustees has formally adopted as positions of record.

CURRICULUM DELIVERY

Delivery of the curriculum shall foster student achievement. Therefore, the Principal shall:

- ensure opportunities for success in all essential learning areas and skill areas of the New Zealand curriculum.
- report on progress and achievement of students.
- identify students at risk of not achieving and implement teaching and learning strategies to address needs.
- consult with Taieri College's Māori community about the plans for improving the achievement of Māori students.
- provide career information and guidance for Year 7 and above.

HUMAN RESOURCES

The Board of Trustees delegates responsibility to the principal in all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the current terms of employment documents.

Therefore, the Principal shall:

- ensure that employees are not discriminated against on other than clearly job-related, individual performance or qualifications.
- ensure all employees know their rights to personal dignity, safety, and access to an approved and fair internal grievance process.
- ensure that all required staff are registered or have a current Limited Authority to teach.
- provide for all staff an employment agreement, either individual or collective.
- carry out annual professional growth cycle.
- meet current employment legislation.
- Take reasonable steps to protect staff from unsafe or unhealthy working conditions meeting requirements under the Health & Safety at Work Act 2015.
- Act in good faith.
- Provide Protective Disclosure protection.

FINANCIAL PLANNING

Budgeting shall not fail to reflect the Board of Trustees' strategic results, risk financial jeopardy nor fail to show a generally acceptable level of foresight. Thus, the budget should not neglect to:

- reflect the results sought by the Board of Trustees.
- reflect the priorities as established by the Board of Trustees.
- comply with the Board of Trustees' requirement of a balanced budget.
- Ensure adequate working capital.
- Demonstrate an appropriate degree of conservatism in all estimates.

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FINANCIAL CONDITION

The financial viability of the organisation must be always protected. Therefore, 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.

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BOARD OF TRUSTEES COMMITTEES

Committee	Those Involved	Meeting Time
Board of Trustees	Five parent representatives Principal One staff representative One student representative BOT Secretary Co-opt as required	Twice a term
Finance and Property	Three BOT members Principal Assistant Principal – Admin Finance Administrator Campus Supervisor BOT Secretary	Monthly – one week before the Board meeting
Curriculum	Three BOT members Principal Staff representative	Once a term
Self-Review	Two BOT members Principal BOT Secretary	Once a term
Discipline	Three BOT members (not student representative) BOT Secretary	As required

BOARD OF TRUSTEES

FINANCE & PROPERTY SUB-COMMITTEE STRUCTURE

Purpose

The Finance & Property Sub-Committee implements, oversees and reports to the Board of Trustees on financial and property matters.

Duties and Responsibilities

- It ensures that all financial management is carried out in accordance with sound accounting policies and procedures.
- It advises the Assistant Principal Administration / Finance Administrator on policy and procedures and ensures that robust systems and processes are in place to manage the Board of Trustees' finances.
- The Finance & Property sub-committee makes recommendations to the Board of Trustees about any expenditure that has not been budgeted for and about expected variations to budgets which may need to be considered during the year.
- It investigates property development and gives recommendations to the Board of Trustees.
- It oversees property projects.

Reporting

- The Board of Trustees will receive reports summarising Taieri College performance against budget and outline expectation for the remainder of the year.
- The Finance & Property sub-committee develops and presents the annual budget to the full Board of Trustees for discussion and approval.
- At each Board of Trustees meeting the Chair of the Finance & Property sub-committee reports on the monthly income and expenditure, addresses any questions or issues that may be raised and moves its adoption.
- At each Board of Trustees meeting the Chair of the Finance & Property sub-committee presents the expenditure and other procedures are dealt with in line with accepted practice.
- The Finance & Property sub-committee oversees the preparation of the annual financial report and presents this, to the full Board of Trustees.
- The Finance & Property sub-committee prepares the five-year property and maintenance plan.

Members

- Principal
- Two or three Board of Trustees members
- Assistant Principal Administration
- Finance Administrator
- Property Manager/Head Caretaker
- BOT Secretary

Meeting Schedule

The Finance & Property sub-committee meets one week prior to the Board of Trustees meeting.

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BOARD OF TRUSTEES SELF-REVIEW / HEALTH & SAFETY SUB-COMMITTEE STRUCTURE

Purpose

The Self-Review Sub-Committee will rigorously evaluate the effectiveness of college operations and programmes reporting their requirements back to the Board of Trustees.

Duties and Responsibilities

- Review documentation on Health & Safety and recommend action as required.
- Review schedule is developed.
- Ensure that useful policies and procedures are matched by sound practices and meet legislation.
- Gaps are identified, prioritised and the plan communicated to all stakeholders.
- Place a greater emphasis on evaluation of the impact of strategies and programmes.
- Extend the range of sources for review by gathering the views of staff, students, and the college community. This will then be communicated to our college community.

Reporting

The Board of Trustees will receive recommendations on policy, appraisal and survey requirements.

Members

- Principal or Representative.
- Two or three Board of Trustees members.
- BOT Secretary

Meeting Schedule

The Self-Review Sub-Committee meets once per term.

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BOARD OF TRUSTEES CURRICULUM SUB-COMMITTEE STRUCTURE

Purpose

The Curriculum Sub-committee will meet with key curriculum personnel to be informed of curriculum developments and performance within Taieri College.

Duties and Responsibilities

- Meet with Curriculum Directors on triennial basis (according to the schedule of meetings and reviews).
- Receive feedback from Curriculum Directors on successes, challenges and future directions of curriculum areas.
- Be aware of trends, areas of concern, or issues that are within curriculum areas as well as those that are school wide.

Reporting

The curriculum sub-committee will report back to Board of Trustees meetings making recommendations and articulating concerns.

Members

- Principal or Representative.
- Board of Trustees Staff Representative.
- Two or Three Board of Trustee Members.

Meeting Schedule

The Curriculum sub-committee meets once per term.

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