BOARD INDUCTION POLICY

The board is committed to ensuring continuity of business and a smooth transition when trustees join the board. Therefore,

1. New trustees will receive a welcome letter on their joining the board which includes:
   - Where and when they can pick up their governance folder
   - The suggested date of the induction
   - The date of the next board meeting
   - Chair and principal contact details

2. New trustees will be issued with a governance manual containing copies of the school's:
   - Charter – including the strategic and annual/operational plans
   - Policies
   - The current budget
   - The last ERO report
   - The last annual report
   - The triennial review programme
   - Any other relevant material

3. The chair or delegate will meet with new board members to explain board policy and other material in the governance manual.

4. The principal and chair or delegate, will brief all new members on the organisational structure of the school.

5. The principal will conduct a site visit of the school.

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

7. After three months on the board, the effectiveness of the induction process is to be reviewed by the chair 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 principal and board chair to be effective?
Very effective   Effective   Not very effective
Comment:

Please comment on how we could improve this induction process:

BOARD REVIEW POLICY

The performance of the board is measured by the outcomes from;
- the annual report
- the triennial review programme
- the Education Review Office (ERO) report
- any other means deemed appropriate by the board

Review schedule: Triennially