



Board roles and responsibilities policy

Rationale

The board is focused on governance that; fosters and supports the ongoing improvement of student progress and achievement; ensures that the school is a safe and inclusive place for all students and staff; gives effect to Te Tiriti o Waitangi.

Policy Statement

The board is a body corporate whose policies and decisions exist in perpetuity or until such time as they are rescinded or revoked. The board sets the strategic direction for the school and governs via its policies, which it entrusts to the principal to implement.

Accountability rests with the whole board, with no individual board member or committee having decision-making authority unless it has been delegated and documented. All sub delegations are approved by the board, as are revocations.

Policy Guidelines

Board actions		Standards
1. Sets the strategic direction and long-term plans and monitors the board's progress against them.	1.1	The board leads the annual charter/strategic plan review process
	1.2	The board sets/reviews the strategic aims by xxxxx
	1.3	The board approves the annual plan and targets and ensures the charter/strategic plan is submitted to the Ministry of Education by 1 March each year
	1.4	Regular board meetings include a report on progress towards achieving strategic aims
	1.5	The charter/strategic plan is the basis for all board decision making
2. Monitors and evaluates student progress and achievement, including students with differing needs.	2.1	The board approves an annual review schedule covering curriculum and student progress and achievement reports
	2.2	Reports are received at each regular board meeting from the principal on progress against the annual plan, highlighting risk/success
	2.3	Information reported to the board is thoughtfully discussed, critiqued and challenged
	2.4	Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities
3. Ensures that the school is a safe place for all students and staff.	3.1	All reasonable steps are taken to eliminate racism, stigma, bullying and any other forms of discrimination
	3.2	Students' rights under the Education & Training Act 2020 , the New Zealand Bill of Rights Act 1990 and the Human Rights Act 1993 are honoured
4. Ensures the school gives effect to Te Tiriti o Waitangi	4.1	Plans, policies and local curriculum reflect local tikanga Māori, mātauranga Māori and te ao Māori
	4.2	All reasonable steps are taken to make instruction available in tikanga Māori and te reo Māori
	4.3	Māori students achieve equitable outcomes
5. Protects the special character of the school (State integrated)	5.1	Special character /different character / principle of Te Aho Matua and any special characteristics is obviously considered in all board decisions



<p>schools/special character schools).</p> <p>Protects the different character of the school (designated character schools)</p> <p>Protects the principles of Te Aho Matua and any special characteristics (Kura Kaupapa Māori)</p>	5.2	Special character / different character / principles of Te Aho Matua and any special characteristics report is included at every board meeting as part of the principal's report
6. Appoints, assesses the performance of and supports the principal.	6.1	Principal's performance management system is in place and implemented
7. Approves the budget and monitors financial management of the school.	7.1 7.2	Budget is approved by the first meeting each year Satisfactory performance of financial management against budget is in evidence
8. Effectively manages risk.	8.1 8.2 8.3 8.4	The board has an effective governance model in place The board remains briefed on internal/external risk environments and takes action where necessary The board identifies trouble spots in statements of audit and takes action if necessary The board ensures the principal reports on all potential and real risks when appropriate and takes appropriate action
9. Ensures compliance with legal requirements.	9.1 9.2 9.3 9.4 9.5 9.6	New members read and understand the governance framework including policies, the school charter/strategic plan, board induction pack and requirements and expectations of board members New and continuing members are kept aware of any changes in legal and reporting requirements for the school The board seeks appropriate advice when necessary Accurate minutes of all board meetings are approved by the board and signed by the presiding member Individual staff/student matters are always discussed in public-excluded session Board meetings have a quorum
10. Ensures board members attend board meetings and take an active role.	10.1 10.2 10.3 10.4	Board meetings are effectively run Members attend board meetings having read board papers and reports and are ready to discuss them Attendance at 80% of meetings (minimum) No unexplained absences at board meetings (three consecutive absences without prior leave results in immediate step-down – refer Education & Training Act 2020, schedule 23, clause 12 (1) (c))
11. Approves major policies and programme initiatives.	11.1 11.2	The board approves programme initiatives as per policies The board monitors implementation of programme initiatives
12. Approves and monitors human resource policy/procedures, which ensures effective practice and contributes to its responsibilities as a good employer.	12.1 12.2 12.3 12.4	The board becomes and remains familiar with the broad employment conditions that cover employees (staff employment agreements and arrangements) The board ensures there are personnel policies in place and they are adhered to The board ensures there is ongoing monitoring and review of all personnel policies The board reports annually on compliance with its personnel policy on being a good employer (including the equal employment opportunities programme)
13. Deals with disputes and conflicts referred to the board as per the school's concerns	13.1	Successful resolution of any disputes and conflicts referred is achieved



and complaints procedures.		
14. Represents the school in a positive, professional manner.	14.1	Code of conduct is adhered to
15. Oversees, conserves and enhances the resource base.	15.1	Property/resources meet the needs of the school's aims
16. Effectively hands over governance to new board members at election time.	16.1	New board members are provided with induction and a copy of the board's governance manual
	16.2	New board members are fully briefed and able to govern following attendance at an orientation programme
	16.3	Appropriate delegations are in place as per the Education (School Boards) Regulations 2020, regulation 8
	16.4	Board and board members participate in appropriate ongoing professional development

Related Raglan Area School Policies and/or Procedures

This policy must be read in conjunction with the following: (Legislative compliance)

- [Education Act 1989](#)
- [Employment Relations Act 2000](#)
- [State Sector Act 1989](#)

Raglan Area School Values

- **Manaakitanga:** We are respectful, kind and empathetic.
- **Whanaungatanga:** We are inclusive and connect genuinely with others.
- **Kaitiakitanga:** We are caretakers of Te Ao Maaori and our world.
- **Poutama:** We are resilient and aspire to excellence.

Last Review: March 2023

Next scheduled: March 2026

Signed BOT Residing member:

Date:month/year