



## GOVERNORS BAY SCHOOL – Board of Trustees

### Governance Procedures

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#### **Board of Trustees Governance Statement:**

*The board is entrusted to work on behalf of all stakeholders and is accountable for the school's performance. It emphasises strategic leadership, sets the vision for the school and ensures that it complies with legal and policy requirements.*

*Policies are at a governance level and outline clear delegations to the Principal. The board and principal form the leadership team with the role of each documented and understood. The Principal reports to the board as a whole with committees used sparingly and only when a need is identified in order to contribute to board work.*

*The board is proactive rather than reactive in its operations and decision making and does not involve itself in the administrative details of the day to day running of the school. Enhancing student achievement is its focus.*

#### **Governors Bay School Board of Trustees roles and responsibilities:**

- Set and, as needed, modify the Governors Bay School vision, mission and values that reflect the special character/values of the school
- Develop sensible and feasible Strategic Plan
- Approve and monitor the Annual Plan
- Develop and review the policy framework
- Monitor and evaluate student learning outcomes
- Foster positive relationships with the school community and build a broad base of community support
- Appoint, assess the performance of and support the Principal (annual performance management cycle)
- Act as good employers
- Approve the budget and monitor financial management of the school
- Oversee, conserve and enhance the resource base
- Approve major policy and programme initiatives
- Effectively manage risk
- Deal professionally with disputes and conflicts referred to the board
- The board is committed to a programme of professional development that includes new trustee induction
- Abide by the code of conduct, attend board meetings and take an active role as a trustee
- Represent the school on a positive, professional manner at all times
- Exercise governance in a way that fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.

**The Board carries out its legal obligations through the following:**

- The charter, including strategic and annual planning;
- Review;
- Policy;
- Employment of staff;
- Asset management including finance and property; and
- Legal compliance including health and safety.

**Trustee's Code of Ethics**

The board 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 the organisation and its mission.
- Publically represent the school in a positive manner.
- Respect the integrity of the principal and staff.
- Observe the confidentiality of non-public information acquired in their roles as trustees and not disclose to any other persons such information that might be harmful to the school.
- Be diligent and attend board meetings prepared for full and appropriate participation in decision making.
- Ensure that individual trustees do not act independently of the board's decisions.
- Not be driven by individual agendas.
- Respect the contribution of fellow trustees and work towards achieving collective outcomes.
- Speak with one voice through its adopted policies and ensure that any disagreements with the board's stance are resolved within the board.
- 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 in any interaction with the principal or staff without clear direction from the board.
- Recognise that only the chairperson can speak for the board.
- Undertake such research and training necessary to understand the school's operating environment and contribute to strategic decision making.
- Continually self-monitor their individual performance as trustees against policies and against any other current board evaluation tools.
- Behave honestly and ethically

**REVIEW STATUS:**

<b>Signed (BOT Chairperson)</b>	<b>DATE</b>	<b>REASON</b>	<b>REVIEW DATE</b>
	____ / ____ / ____	<b>BOT REVIEW</b>	<b>October 2010</b>
		<b>NEXT REVIEW</b>	<b>April 2012</b>