



POLICY: Rangitikei College Board of Trustees

Board and Principal Roles and Responsibilities Policy

Rationale

To ensure effective school performance, the board is committed to maintaining a strong and effective governance framework that incorporates legislative requirements and good practice.

Governance and Management – Definitions

The following are the board's agreed governance and management definitions which form the basis upon which both the working relationships and the board's policies are developed.

Governance	Management
<p>The ongoing improvement of student progress and achievement is the board's focus.</p> <p>The board acts in a stewardship role and is entrusted to work on behalf of all stakeholders. It is accountable for the school's performance, emphasises strategic leadership, sets the vision for the school and ensures compliance with legal and policy requirements.</p> <p>Board policies are at a governance level and outline clear delegations to the principal. The board and principal form the leadership, 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.</p> <p>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.</p>	<p>The board delegates all authority and accountability for the day-to-day operational organisation of the school to the principal who must ensure compliance with both the board's policy framework and the law of New Zealand</p>

Board Roles and Responsibilities

The board of trustees' key areas of contribution are focused on four outcome areas:

1. Representation
2. Leadership
3. Accountability

4. Employer Role

The Board of Trustees	The 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 review process 1.2 The Board sets/reviews the strategic aims by 1 March 1.3 The Board approves the annual plan and targets and ensures the Charter is submitted to the Ministry of Education (MoE) by 1 March each year 1.4 Regular Board meetings include a report on progress towards achieving strategic aims 1.5 The Charter is the basis for all Board decision making
2. Monitors and evaluates student progress and achievement	2.1 The Board approves an annual review schedule covering curriculum and student progress and achievement reports 2.2 Reports at each regular Board meeting, from principal, on progress against annual plan, highlight risk/success 2.3 Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities
3. Appoints, assesses the performance of and supports the principal	3.1 Principal's performance management system in place and implemented
4. Approves the budget and monitors financial management of the school	4.1 Budget approved by the first meeting each year 4.2 Satisfactory performance of school against budget
5. Effectively manages risk	5.1 The Board has an effective governance model in place 5.2 The Board remains briefed on internal/external risk environments and takes action where necessary 5.3 The Board identifies 'trouble spots' in statements of audit and takes action if necessary 5.3 The Board ensures the principal reports on all potential and real risks when appropriate, and takes appropriate action
6. Ensures compliance with legal requirements	6.1 New members understand the role of the Board including policies, the school charter, and requirements and expectations of board members 6.2 New and continuing members have kept aware of any changes in legal and reporting requirements for the school. Board has sought appropriate advice when necessary 6.3 Accurate minutes of all Board meetings, approved by Board and signed by chair 6.4 Individual staff/student matters are always discussed in public excluded session 6.5 Board meetings have a quorum

The Board of Trustees		The Standards	
7.	Ensures trustees attend Board meetings and take an active role	7.1	Board meetings are effectively run
		7.2	Trustees attend Board meetings having read Board papers and reports and are ready to discuss them
		7.3	Attendance at 80% of meetings (min.)
		7.4	No unexplained absences at Board meetings (3 consecutive absences without prior leave result in immediate step down) Refer Education Act 1989, s104 (1) (c)
8.	Approves major policies and programme initiatives	8.1	Approve programme initiatives as per policies
		8.2	The Board monitors implementation of programme initiatives
9.	Fulfil the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	9.1	The Treaty of Waitangi is obviously considered in Board decisions
		9.2	The Board, principal and staff are culturally responsive and inclusive
10.	Approves and monitors human resource policy/procedures which ensures effective practice and contribute to its responsibilities as a good employer	10.1	Becomes and remains familiar with the broad employment conditions which cover employees (i.e. Staff employment agreements and arrangements)
		10.2	Ensures there are personnel policies in place and that they are adhered to
		10.3	Ensures there is ongoing monitoring and review of all personnel policies
11.	Deals with disputes and conflicts referred to the Board as per the school's concerns and complaints procedures	11.1	Successful resolution of any disputes and conflicts referred
12.	Represents the school in a positive, professional manner	12.1	Code of behaviour adhered to
13.	Oversees, conserves and enhances the resource base	13.1	Property/resources meet the needs of the student achievement aims
14.	Effectively hands over governance to new Board/trustees at election time	14.1	New trustees provided with induction
		14.2	Appropriate delegations are in place as per s66 Education Act
		14.3	Board and trustees participate in appropriate professional development

Principal Roles and Responsibilities

The principal is the professional leader of the school and the board's chief executive working in partnership with the Board of Trustees. The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful, and imprudent or which violates the Board's Charter or expressed values or commonly held professional ethic.

Alongside their professional role, the principal's key contribution to day-to-day management of the school is as per the management definition in the introduction to this policy.

The principal is responsible for overseeing the implementation of Board policy including the Charter. Reference in documentation to the school, management and staff is to be read as "principal" for responsibility for implementation. From time to time the chair of the Board, acting within delegated authority, may issue discretions in policies of the school, in minutes of the board, or by written delegation.

The responsibilities of the principal are to:

1. Meet the requirements of the current job description.
2. Meet the requirements of their employment agreement including the four areas of practice from the Principals' Professional Standards. These are:
 - CULTURE: Provide professional leadership that focuses the school culture on enhancing learning and teaching
 - PEDAGOGY: Create a learning environment in which there is an expectation that all students will experience success in learning
 - SYSTEMS: Develop and use management systems to support and enhance student learning
 - PARTNERSHIPS and NETWORKS: Strengthen communication and relationships to enhance student learning
3. Act as the educational leader and day-to-day manager of the school within the law and in line with all board policies.
4. Participate in the development and implementation of their annual performance agreement, and participate in their annual review process.
5. Develop, seek board approval of, and implement an annual plan that is aligned with the board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement.
6. Use resources efficiently and effectively and preserve assets (financial and property).
7. Put good employer policies into effect and ensure there are effective procedures/guidelines in place.
8. Allocate pay units for appropriate positions.
9. Ensure effective and robust performance management systems are in place for all staff which include performance management reviews, attestations for salary increases and staff professional development
10. Employ, deploy and terminate relieving and non-teaching staff positions.
11. Employ teaching staff as per the Appointments and Personnel Policy.
12. Communicate with the community on operational matters where appropriate.
13. Refrain from unauthorised public statements about the official position of the Board on controversial social, political, and/or educational issues
14. Keep the Board informed of information important to its role.

15. Report to the Board as per the Board's requirements.
16. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000
17. Appoint, on behalf of the board, the Privacy Officer and EEO Officer.

Only decisions made by the board acting as a board are binding on the principal unless specific delegations are in place. Decisions or instructions by individual board members, committee chairs, or committees are not binding on the principal except in rare circumstances when the board has specifically authorised it.

The relationship is one of trust and support with expectations documented in the relationship policy. All parties work to ensure "no-surprises".

The principal is not restricted from using the expert knowledge of individual board members acting as community experts.

Chairperson:



Date:

2/11/20

Next review date: November 2023

ASSOCIATED PROCEDURES AND DOCUMENTS:

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)