



## Policy Statement: Governance

# Board Meeting Policy

(\* denotes legislative requirement)

### Rationale:

The board is committed to effective and efficient meetings that are at a governance level and provide the information the board needs to be assured that all policies, plans, and processes are being implemented and progressing as planned.

Members of the school community are encouraged to take an active interest in the school and its performance and are welcome to attend all board meetings within the *Public Attending Board Meetings Procedure*.

### Guidelines:

#### 1. Scheduling of meetings:

- Board meetings are held up to ten times per year with dates confirmed by December for the following year.
- *Typically, board meeting will be held on the last Monday of the month unless precluded by other needs such as the timing of public holidays and/or the need for budget approval(s).* Board meetings will start at 5.30 pm and finish no later than 7.30 pm.
- A resolution for an extension of time may be moved but will not normally exceed 30 minutes.
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.
- Board meetings can be held via audio, audio visual, or electronic communication providing:
  - all board members who wish to participate in the meeting have access to the technology needed to participate, and
  - a quorum of members can simultaneously communicate with each other throughout the meeting.

#### 2. Attendance at meetings:

- The quorum shall be more than half the members of the board currently holding office.\*
- Only apologies received from those who cannot be present must be recorded.

- Members who miss three consecutive meetings without the prior leave of the board cease to be members. An apology does not meet the requirement of prior leave. To obtain prior leave a member must request leave from the board at a board meeting and the board must make a decision.\*
- Any members with a conflict or 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.\* A pecuniary interest arises when a member may be financially advantaged or disadvantaged as a result of decisions made by the board. E.g. Contracts, pay and conditions etc. A conflict of interest is when an individual member could have, or could be thought to have, personal stake in matters to be considered by the board.
- Only members have automatic speaking rights.
- Meetings are held with the expectation that members have prepared for them and will always participate in all discussions within the principles of acceptable behaviour (code of conduct of the board).

### 3. Presiding Member:

- Presiding Member (Chair) is to be elected at the first board meeting of the year except in a triennial election year (so as not to be confused with a general election year for the Government).
- The presiding member may exercise a casting vote in the case of equality of votes, in addition to his/her/their deliberative vote.\*

### 4. Delegations:

- The board delegates [and minutes] powers under Sections 81 and 83 of Education and Training Act 2020 to the Disciplinary Committee.
- The board delegates [and minutes] authority to a deputy principal nominated by the principal in the times of absence of the principal.

### 5. Special meetings:

- A special meeting may be called by delivery of notice to the presiding member signed by at least one third of members currently holding office.

### 6. Public participation:

- The board meeting is a meeting held in public rather than a public meeting.
- Public participation is at the discretion of the board.
- Public attending the meeting are informed about their rights regarding attendance at the meeting.

### 7. Exclusion of the public:

- The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act. The wording to be used in the motion to exclude the public is found in Schedule 2A of that Act. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.\*
- Decisions by the board are fully recorded but remain confidential. The board needs to make the reasons for excluding the public clear.
- The board reserves the right to include any non-board member it chooses.

## 8. Agenda:

- All board meetings must have a prepared agenda. Agenda preparation is the responsibility of the presiding member.
- Agenda items are to be notified to the presiding member 7 days prior to the meeting.
- Late items will only be accepted with the approval of the board and in rare circumstances where a decision is urgent.
- The order of the agenda may be varied by resolution at the meeting.
- All matters requiring a decision of the board are to be separate agenda items.
- All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material with the agenda.
- The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
- The agenda and any papers required, notwithstanding any delays that are explained, should be distributed by the board secretary to the board three days before the meeting.
- The agenda of the open (public) session will be posted on the school website and be available at the meeting place for the public.

## 9. Motions/amendments:

- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the presiding member and are then open for discussion.
- 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 right of reply
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

## 10. Tabling documents

- When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.

## 11. Correspondence

- The board should have access to all correspondence. Correspondence that requires the board to take some action should be distributed prior to the meeting. Other correspondence can be listed and tabled so that members can read it if required.

## 12. Termination of debate:

- All decisions are to be taken by open voting by all members present.

## 13. Lying on the table

- When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

#### 14. Points of order

- Points of order are questions directed to the presiding member which require an answer or a ruling.
- They are not open to debate and usually relate to the rules for the running of a meeting.

#### 15. Suspension of meeting procedures:

- The board's normal meeting procedures may be suspended by resolution of the meeting.

#### 16. Minutes:

- Board minutes will be taken by a non-member paid on a commercial basis on contract.
- The principal is to ensure that secretarial services are provided to the board.
- The minutes are to clearly show resolutions and action points and who is to complete the action.
- A draft set of minutes is to be completed and sent to the presiding member for approval within 10 working days of the board meeting before being distributed to board members within 15 working days of the meeting.

#### 17. Payments to members:

- The amount the presiding member and other board members are paid for attendance at board meetings is set by the board.
- Currently the presiding member receives \$75 per board meeting and board members receive \$55 per board meeting. There is no payment for committee or working party meetings.
- Attendance fees are non-taxable within the agreed non-taxable amounts of \$605 annually for members and \$825 for the presiding member.

Approved: 27 September 2022

Next Review: 2025



31/10/2022

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Signed by Presiding Member on behalf of the School Board

Updated: July 2023