



Sacred Heart
Girls' College

HAMILTON

POLICY 17 BOARD OF TRUSTEES MEETINGS

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

The SHGC Board of Trustees (the Board) is committed to effective and efficient meetings that are focused at a governance level and provide the information the Board requires to be assured that all policies, plans and processes are being implemented effectively.

- 1.1 Meetings are based on a prepared annual agenda template. The monthly agenda preparation is the responsibility of the Board of Trustees Chairperson (the Chairperson). The agenda of the open (public) session will be posted on the school's website and copies will be available from the school office.
- 1.2 Meetings are held with the expectation that the Board of Trustees representatives have prepared for them and will participate in all discussions at all times as detailed in the Trustees Code of Behaviour.
- 1.3 Meetings may, by resolution, exclude the public and news media from all or part of the proceedings in accordance with the Local Government Official Information and Meetings Act. Decisions by the Board are fully recorded but remain confidential. The Board is required to:
 - make the reasons for excluding the public clear;
 - reserve the right to include any non-Board member it chooses.

2.0 Procedures

2.1 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 *Governance Policy 07 - Public Attending Board of Trustees Meetings*.

2.2 General

- Meetings are held as per the triennial review schedule with dates confirmed in February for the upcoming year.
- The quorum shall be more than half the members of the Board currently holding office.
- Meetings will open and close with a prayer.
- Only apologies received from those who cannot be present will be recorded. Trustees who miss three consecutive meetings may be deemed by the Board to cease being a member. An apology does not meet the requirement of prior leave. To obtain prior leave a Board of Trustees representative must request leave from the Board at a Board meeting and the Board must make a decision.
- The Chairperson shall be elected at the first meeting of the year except in the general election year where it will be at the first meeting of the newly elected Board.

- The Chairperson shall be elected at the first meeting of the year except in the general election year where it will be at the first meeting of the newly elected Board.
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.
- Any Board of Trustees representative 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.
- Only Board of Trustees representatives have automatic speaking rights.
- The Board delegates and minutes powers under Sections 15 & 17 of Education Act to the Disciplinary Committee.
- The Board delegates and minutes authority to a Deputy Principal in the times of absence of the Principal.
- Board members are paid for attendance at Board meetings. There is no payment for sub-committee or working party meetings. The amount will be that specified in the STA Trustee Handbook.
- Board minutes will be taken by a non-trustee paid on a commercial basis on contract.

2.3 Time of Meetings:

- A regular schedule of meetings will be agreed in February of each year.
- 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.

2.4 Special Meetings:

- A special meeting may be called by delivery of notice to the Chairperson signed by at least one third of the Board of Trustees representatives currently holding office.

2.5 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, unless specifically asked to stay. 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.

2.6 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 given a notice about their rights regarding attendance at the meeting. Governance Policy 07 - *Public Attending Board of Trustees Meetings*.

2.7 Motions/Amendments:

- A motion is a formal proposal for consideration.
- All motions and amendments moved in debate must be seconded unless moved by the chairperson 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.

2.8 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.

2.9 Correspondence

- The Board should have access to all correspondence. Correspondence that requires the Board to take some action should be photocopied/scanned and distributed prior to the meeting by the Board Secretary. Other correspondence can be listed and tabled so that all Board of Trustees representatives can read it prior to meetings, as required.

2.10 Termination of Debate

- All decisions are to be taken by open voting by all Board of Trustee representatives present.

2.11 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.

2.12 Points of Order

- Points of order are questions directed to the Chairperson 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.

2.13 Suspension of Meeting Procedures:

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

2.14 Agenda:

- Agenda items are to be notified to the Chairperson six (06) 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 listed as a separate agenda item.
- All items in the agenda are to carry a recommended course of action and where appropriate supplemented by supporting material in the listed agenda documentation.
- 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.

- Papers and reports are to be sent to the Board Secretary four (04) working days before the meeting.

2.15 Minutes

- 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.
- Reports approved by the Board will be appended to the minutes.
- A draft set of minutes is to be completed and sent to the chair for approval within 5 working days of the Board meeting before being distributed to trustees within 10 working days of the meeting.

REVIEW:

This policy shall be reviewed by the Board of Trustees triennially.

Review schedule: February Triennially

Review due next: February 2021

REFERENCES:

- NZSTA Policy Framework
- STA Trustee Handbook
- Schedule 2A Local Government Official Information and Meetings Act 1987
- Key legislation contained in 'Guidelines for Board Assurance Statement and Self-Audit Checklists' ERO
- Sections 15 & 17 of Education Act 1985

Approved by the Board of Trustees at the meeting held on 25/06/ 2018



CHAIRPERSON