



Governance Policy

Purpose

To identify governance responsibilities for the board and staff, ensuring the best outcomes for the students, staff, parents and community associated with Riverton Primary School

Guidelines

1. To ensure that the BOT acts on behalf of all stakeholders and is accountable for the school's performance.
2. To emphasize strategic leadership, ensuring the BOT sets the vision for the school and ensures it complies with legal and policy requirements.
3. To clearly differentiate between the role of governance bracket (BOT) and management bracket (Principal) - leaving the administrative details of the day to day running of the school to the principal.
4. To guarantee that board is proactive rather than reactive in its operations in decision making.

Summary

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.

Legal Requirements

In developing the above definitions for Riverton Primary School the Board was mindful of the following excerpt from the Education Act 1989:

Education Act 1989, section 75 and 76, and section 85

S.75 Boards to control management of schools-

Except to the extent that any enactment all the general law of New Zealand provides otherwise, as schools board has complete discretion to control the management of the school as thinks fit.

S.76 Principals -

1. The schools principal is the boards chief executive in relation to the schools control and management
2. except to the extent that any enactment all the general law of New Zealand provides otherwise, the Principal-
 - a. Shall comply with the Board's general policy directions, and
 - b. Subject to paragraph (a) in the subsection, has complete discretion to manage as a Principal thinks fit the school's day-to-day discretion.

S.85 A Board may from time to time, in accordance with the state sector Act, 1988, appoint, suspend, or dismiss staff.

Last Review: Term 2, 2016 - Version 2

Date:.....

Sign:.....

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Principal Roles and Responsibilities

Role of Principal	Standards
1. Meet the requirements of the current job description	<ul style="list-style-type: none"> - As per Principal performance appraisal policy - Principal-Board relationships follow guidelines set
2. Act as the Education leader of the school	<ul style="list-style-type: none"> - Compliant with the Board's policy directions - As per student achievement policy - Reports to the board on progress against goals and targets identifying risk and successes
3. Manage the school effectively on a day to day basis within the law and in line with Board policies	<ul style="list-style-type: none"> - Comply with the board's policy directions
4. Implement the annual operations plan	<ul style="list-style-type: none"> - Follow strategic plan including - Board aims, objectives, directions and priorities intended student outcomes, the school's performance, and use of resources for the next 3 to 5 years
5. Use resources effectively and efficiently	<ul style="list-style-type: none"> - As per financial management policy
6. Put good employer policies into effect	<ul style="list-style-type: none"> - As per personal and employment policy
7. Oversee teacher appraisals and staff professional development	<ul style="list-style-type: none"> - As per personal and employment policy
8. Hire, deploy and terminate relieving an auxiliary staff positions	<ul style="list-style-type: none"> - As per personal and employment policy
9. Keep the board informed of information that is relevant to their role	<ul style="list-style-type: none"> - Share information with the board as required. - The board needs information on: - financial performance comma strategic performance (student achievement)

	comma legislative compliance, policy/ procedures implementations property/ environmental factors, Personnel Management, health and safety full stop
10. Report to the board on the compliance with their policies	<ul style="list-style-type: none"> - Be involved in policy review - pay special attention to requirements of health and safety policy
11. Be the CEO in relation to the school's management and control	<ul style="list-style-type: none"> - comply with the board's policy directions

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Board Roles and Responsibilities

Role of the Board	Standards
1. Sit and, as needed, modify the vision, mission and values.	<ul style="list-style-type: none"> - School charter developed (using consultation with peer parents, Style and Maori communities) And a copy of the annual updated section lodged with the ministry of education
2. Protect the special character of the school	<ul style="list-style-type: none"> - School charter written, including any aims objectives at designated the school's special character
3. Ensure of sensible and feasible strategic plan	<ul style="list-style-type: none"> - Strategic plan includes: - Board's aims and purposes, objectives, directions and priorities for intended student outcomes, the school's performance, and use of resources for the next 3 to 5 years
4. Approved and monitor the annual plan and budget	<ul style="list-style-type: none"> - Annually updated sections of the school charter: - Establishes boards aims, directions, objectives, priorities and targets related to intended student outcomes, the school's performance and use of resources - Set targets for the key activities and achievement objectives for the year.

5. Monitor and evaluate the student learning outcomes	<ul style="list-style-type: none"> - As per student achievement policy - Reports from the principal on progress against goals and targets - identifying risks and successes - Targeted areas funded appropriately
6. Point, assist the performance of and nurture the principal	<ul style="list-style-type: none"> - As per principles performance appraisal policy - Principal - Board relationships follow guidelines set -
7. Act as a good employers	<ul style="list-style-type: none"> - As per personnel and employment policy
8. Provide oversight of the financial management of the school	<ul style="list-style-type: none"> - As per financial management policy
9. Approved major policies/ procedures and initiative programmes	<ul style="list-style-type: none"> - All policies consistent with government legislation, regulations, the daughter of the school and relevant employment policies - Accept advice from principal on policies, procedures and program initiatives
10. Ensure policies and procedures are in place to manage risk	<ul style="list-style-type: none"> - As for health and safety policy
11. Commit to ongoing professional development that includes new trustee induction	<ul style="list-style-type: none"> - All Trustees offered opportunities for training as they are made available - Board members monitor new Trustees and set aside time at board meetings for new trustee questions
12. Build a broad base of community support	<ul style="list-style-type: none"> - And here to mission statement “We Open Our Doors with Aroha” and continue to invite all members of the community to be involved in the life of the school
13. Exercise governance in a way that fulfils the intent of the Treaty of Waitangi by valuing and reflecting on New Zealand's dual and multi cultural heritage	<ul style="list-style-type: none"> - School charter includes sections detailing: - The aim of developing, for the school, policies and practices that reflect the New Zealand cultural diversity and the unique position of the Maori culture in the am on insuring that all reasonable steps are taken to provide instruction in tikanga Maori (the

	Maori language) for full time students whose parents ask for it.
14. Be diligent and attend board meetings prepared for full and appropriate participation in decision making	<ul style="list-style-type: none"> - Attend board meetings having read board papers and reports and ready to discuss them - Board meetings have a quorum - Attendance at 80% meetings (Minimum) unless special dispensation by board - No unexplained absences at board meetings. More than three consecutive absences without prior live result in immediate step down. (Education Act 1989)
15. Speak with one voice through adopted policies and procedures and insert any disagreements with the board's stance are resolved within the board	<ul style="list-style-type: none"> - Maintain professional staff/BOT/Principal relationships as detailed below
16. Recognised that only the chairperson can speak for the board	<ul style="list-style-type: none"> - Maintain professional staff/BOT/Principal relationships as detailed below
17. Recognise the lack of authority in any individual trustee or subgroup of the board in any interaction with a principal or staff	<ul style="list-style-type: none"> - Maintain professional staff/BOT/Principal relationships as detailed below 1. This relationship is based on mental respect, trust and integrity. 2. The relationship must be professional. 3. Open school reports to the board as a whole rather than an individual trustee. 4. Day-to-day relationships between the board and the principal are delegated to the chairperson 5. All reports presented to the board by the staff arrived there with the principal's approval and the principal is accountable for the contents 6. They are clear delegations and accountabilities by the board to the principal through policy 7. The two must work as a team and there should be no surprises 8. Neither party will deliberately hold back

important information

9. Neither party will knowingly misinform the other
10. The board must maintain a healthy independence from the principal in order to fulfill their role
11. The principal should be able to share their biggest concerns with the board.