

HOKOWHITU SCHOOL BOARD PROCEDURES FOR BOARD ROLES AND PORTFOLIOS (2025)Principal

1. The scope of the role of Principal includes:
 - a. Serving as the professional leader of Hokowhitu School and the chief executive of the Board in relation to the school's control and management.
 - b. Implementing the Board's strategic plan and policies
 - c. Working with the Presiding Member in a positive and professional manner on a day-to-day basis.
 - d. Working with Board portfolio holders
2. Delegations to the Principal are specified in the Delegations Policy
3. The expectations and limitations of the role of Principal include:
 - a. Meeting the requirements of their current job description and employment agreement including the four areas of practice from the Professional Standards for Primary/Secondary Principals.
 - b. Participating in an annual Professional Growth Cycle.
 - c. Acting as the educational leader and day-to-day manager of Hokowhitu School within the law and in line with Board policies.
 - d. Developing and implementing an Annual Plan that is aligned with the Strategic Plan and in accordance with legislative requirements.
 - e. Using the resources of Hokowhitu School efficiently and effectively and preserving its assets.
 - f. Operating within the Board's approved annual budget
 - g. Overseeing the employment and management of Hokowhitu School staff in accordance with Board policy and legislative requirements.
 - h. Communicating with the Hokowhitu School community on operational matters as and where appropriate.
 - i. Refraining from unauthorised public statements about the official position of the Board on social, political and/or educational issues that are or have the potential to be controversial.
 - j. Advising the Board of all information relevant to its governance role and report this in accordance with the requirements set out under Monitoring below
 - k. Ensuring appropriate management procedures are in place, including for financial operations, protected disclosure, student behaviour management and physical restraint, and complaints and concerns, and that they meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette.

Parent Representative

4. The scope of the role of Parent Representative includes:
 - a. Bringing a parent and community perspective to the Board's discussions and decision making.

- b. Participating with the same degree of standing, voice, vote, and accountability as any other Board member.
5. The expectations and limitations of the role of Staff Representative include:
- a. Acting as a representative of, not an advocate for, for the parents and caregivers of students attending Hokowhitu School.
 - b. Declaring any conflict of interest in decision-making that exceeds the role of parent or caregiver of a student of Hokowhitu School.
 - c. Contributing to school governance through overseeing one or more Board portfolios.
 - d. Conforming to the process outlined in the Complaints and Concerns Procedure if faced with personal or community concerns about Hokowhitu School
 - e. Maintaining the highest level of confidentiality about the Board's public excluded business.
 - f. Representing accurately the Board's public decision-making, and owning the Board's collective decisions, but not speaking on behalf of the Board.
 - g. Seeking opportunities for professional development as a Board member through training offered by New Zealand School Board Association or other relevant providers.

Staff Representative

6. The scope of the role of staff representative includes:
- a. Bringing a staff perspective to the Board's discussions and decision making.
 - b. Participating with the same degree of standing, voice, vote, and accountability as any other Board member.
7. The expectations and limitations of the role of staff representative include:
- a. Acting as a representative of, not an advocate for, for the staff of Hokowhitu School.
 - b. Recognising that any staff matters will be reported to the Board by the Principal
 - c. Declaring any conflict of interest in decision-making that exceeds the role of employee of Hokowhitu School.
 - d. Maintaining the highest level of confidentiality about the Board's public excluded business.
 - e. Representing accurately the Board's public decision-making, and owning the Board's collective decisions, but not speaking on behalf of the Board.
 - f. Seeking opportunities for professional development as a Board member through training offered by New Zealand School Board Association or other relevant providers.

Presiding Member

8. The scope of the role of Presiding Member includes:
- a. Leading the Board in a manner that safeguards the integrity of its processes and ensures that it meet its objectives as detailed in the Governance Policy.
 - b. Presiding over Board meetings in a manner that ensures that each Board member has a full and fair opportunity to be heard and understood by the other members of the Board and that decisions are reached that are in the best interest of Hokowhitu School, its students and staff.

- c. Working with the Principal, on behalf of the Board, in a positive and professional manner on a day-to-day basis.
- d. Representing the Board to the Hokowhitu School community.
- e. Representing the Board to agencies such as the Ministry of Education and the Education Review Office.

9. Delegations to the Presiding Member are specified in the Delegations Policy

10. The expectations and limitations of the role of Presiding Member include:

- a. Acting within Board policy and delegations at all times and not independently of the Board.
- b. Working with the Board to develop a cohesive and effective team, including welcoming and inducting new members, and assisting members' understanding of their role, responsibilities and accountability.
- c. Ensuring the Board agenda is focused on governance issues, that members have the required information for informed discussion of agenda items, that meetings are conducted in accordance with legal requirements, that all members participate in discussion and decision-making, and that work of the Board is completed.
- d. Representing the Board to external parties as an official spokesperson for Hokowhitu School.
- e. Acting as the official signatory for the Board, including for annual accounts.
- f. Promoting effective communication between the Board and wider community, including communicating appropriate Board decisions.
- g. Establishing and maintaining a productive working relationship with the Principal.
- h. Reviewing the Principal's Professional Growth Cycle plan on an annual basis.
- i. Ensuring concerns and complaints are dealt with in accordance with school procedure.
- j. Ensuring any potential or real risk to Hokowhitu School or its name is communicated to the Board. This includes any concern or complaint.

Board Secretary

11. The scope of the role of Board Secretary includes:

- a. Ensuring the integrity of Board documents
- b. Assisting the Presiding Member with Board documentation and meeting processes

12. The expectations and limitations of the role of Board Secretary include:

- a. Ensuring all new Board members register with the New Zealand School Board Association (Appendix 2).
- b. Arranging an appropriate venue and (if required) catering for all scheduled Board meetings and functions.
- c. Working with the Principal and Presiding Member to prepare meeting agendas.
- d. Receiving, collating, and responding to correspondence as directed by the Board.
- e. Coordinating with Board members to ensure the timely publication of the meeting agenda and associated Board papers, including the last meeting minutes (where appropriate).
- f. Ensuring that the minutes of Board meetings accurately reflect and record the Board's processes, key discussion points, resolutions made, and actions agreed to.

- g. Maintaining the highest level of confidentiality about the Board's public excluded business.
- h. Maintaining a centrally organised, accessible, and publicly available collection of all Board policies and other public documents while maintaining the privacy of non-public information.
- i. Following appropriate procedures for the storage, retention, retrieval and destruction of all Board documents.
- j. Keeping up-to-date Board records, including Board member details, a conflict-of-interest register, and time commitment.

Board Portfolios

- 13. Specific delegations associated with Board portfolios are detailed in the Delegations Policy.
- 14. The Finance and Audit portfolio include the following roles and responsibilities:
 - a. Overseeing the preparation of the annual budget and annual accounts, in conjunction with the Principal and the school's accounting service provider.
 - b. Reviewing the school's regular financial reports.
 - c. Reporting to the Board on the school's financial position.
 - d. Authorising payments and transferring funds between bank accounts.
- 15. The Policy portfolio include the following roles and responsibilities:
 - a. Ensuring the scheduled review of all policies within each Board term.
 - b. Developing new policies in response to identified need.
- 16. The Risk and Compliance portfolio include the following:
 - a. Serving as Privacy Officer in accordance with the Privacy Policy.
 - b. Representing the Board on the Health and Safety Committee.
 - c. Reporting to the Board on matters of health and safety, risk, and compliance.
- 17. The Personnel portfolio include the following roles and responsibilities:
 - a. Serving on the appointments committee for all permanent teacher appointments.
 - b. Reporting to the Board on implementation of the Equal Employment Opportunities Policy in employment processes.
- 18. The Whānau Māori portfolio include the following roles and responsibilities:
 - a. Engaging with school management and staff in planning community engagement initiatives for Māori students and their whānau.
 - b. Ensuring Māori perspectives are considered in Board discussions.
- 19. The Community and Grants portfolio include the following roles and responsibilities:
 - a. Identifying and applying for suitable grants, in conjunction with school management, to improve educational outcomes by reducing cost for priority initiatives.
 - b. Overseeing compliance with the terms of successful grant applications.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKSSchool Policies, Procedures, and Other Documents

- Appointments Policy
- Delegations Policy
- Equal Employment Opportunities Policy
- Governance Policy
- Principal's Professional Growth Cycle Policy

APPROVAL DETAILS

Review frequency: Three yearly (first Board meeting after a triennial election)

Ratification date: 13 May 2025

Review date: Term 4 (October) 2025

Presiding Member

Principal