

HOKOWHITU SCHOOL BOARD RESPONSIBILITIES AND CONDUCT POLICY (2023)**PURPOSE**

Hokowhitu School Board members will act in an ethical and respectful manner, and in accordance with their legislative responsibilities.

GUIDELINESBoard Responsibilities

The Hokowhitu School Board has the following primary objectives as defined by the Education and Training Act 2020:

1. Ensuring that every student is able to attain their highest possible standard in educational achievement.
2. Ensuring that the school is a physically and emotionally safe place for all students and staff, is respectful of student rights, and is working to eliminate all forms of discrimination.
3. Ensuring that the school is inclusive of, and caters for, students with differing needs.
4. Giving effect to Te Tiriti o Waitangi, as representative of the Crown in the Tiriti relationship with Māori, in connection with the life of the school.

The Hokowhitu School Board must meet its primary objectives through the following:

5. Having particular regard to the National Education and Learning Priorities.
6. Giving effect to its obligations in relation to any foundation curriculum statements, national curriculum statements, and national performance measures; teaching and learning programmes; and monitoring and reporting students' progress.
7. Acting as a good employer of all school staff.
8. Acting in a way that is financially responsible.
9. Acting in accordance with authority delegated to the Board as a whole and to individual Board members.
10. Recognising its collective status as a Person Conducting a Business or Undertaking (PCBU), and the status of individual Board members as officers of the PCBU with accountability for health and safety.
11. Complying with all of its other legal obligations.

Board Conduct

Each member of the Hokowhitu School Board shall adhere to the following principles in their conduct:

1. Understanding and supporting the mission and values of the school.
2. Publicly representing the school in a positive manner, and recognising that only the Presiding Member, Principal, or any member of the Board with delegated authority can speak for the Board.
3. Respecting the integrity of the Principal and staff, and recognising the lack of authority in any individual Board member or committee/working party of the Board to speak or act on behalf of the Board in any interaction with the Principal or staff.
4. Attending Board meetings prepared for informed participation in decision making, and not being absent from more than two consecutive meetings without prior leave.
5. In the course of Board meetings, disclosing any interests in transactions or decisions where they, their immediate family, employer, or other close associate will receive a benefit or gain, and leaving the meeting for the duration of discussion and/or voting in relation to the matter.
6. Observing the confidentiality of non-public information acquired in their role as a member of the Board and not disclosing to any other persons such information that might be harmful to the school.
7. Speaking with one voice through Board policies, ensuring that any disagreements with the Board's stance are resolved within the Board, and not acting independently of the Board's decisions.
8. Monitoring their individual performance as a member of the Board against policies and any other current Board evaluation tools, and undertaking appropriate professional development.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015

Guidelines

- nzsta.org.nz/nzsta-governance-framework/nzsta-governance-framework-policies/
- National Education and Learning Priorities

School Policies, Procedures, and Other Documents

- Delegations Policy

Ratification date: 21 March 2023

Review date: Term 1 (February/March) 2024

Presiding Member

Principal

Memorandum of Hokowhitu School Board Responsibilities and Conduct

As a member of the Hokowhitu School Board, I accept the following collective responsibilities:

1. Ensuring that every student is able to attain their highest possible standard in educational achievement.
2. Ensuring that the school is a physically and emotionally safe place for all students and staff, is respectful of student rights, and is working to eliminate all forms of discrimination.
3. Ensuring that the school is inclusive of, and caters for, students with differing needs.
4. Giving effect to Te Tiriti o Waitangi, as representative of the Crown in the Tiriti relationship with Māori, in connection with the life of the school.

I accept that the Board must meet its primary objectives through the following:

5. Having particular regard to the National Education and Learning Priorities.
6. Giving effect to its obligations in relation to any foundation curriculum statements, national curriculum statements, and national performance measures; teaching and learning programmes; and monitoring and reporting students' progress.
7. Acting as a good employer of all school staff.
8. Acting in a way that is financially responsible.
9. Acting in accordance with authority delegated to the Board as a whole and to individual Board members.
10. Recognising its collective status as a Person Conducting a Business or Undertaking (PCBU), and the status of individual Board members as officers of the PCBU with accountability for health and safety.
11. Complying with all of its other legal obligations.

As a member of the Board, I agree to the following principles of conduct:

1. Understanding and supporting the mission and values of the school.
2. Publicly representing the school in a positive manner, and recognising that only the Presiding Member, Principal, or any member of the Board with delegated authority can speak for the Board.
3. Respecting the integrity of the Principal and staff, and recognising the lack of authority in any individual Board member or committee/working party of the Board to speak or act on behalf of the Board in any interaction with the Principal or staff.

4. Attending Board meetings prepared for informed participation in decision making, and not being absent from more than two consecutive meetings without prior leave.
5. In the course of Board meetings, disclosing any interests in transactions or decisions where I, my immediate family, employer, or other close associate will receive a benefit or gain, and leaving the meeting for the duration of discussion and/or voting in relation to the matter.
6. Observing the confidentiality of non-public information acquired in my role as a member of the Board and not disclosing to any other persons such information that might be harmful to the school.
7. Speaking with one voice through Board policies, ensuring that any disagreements with the Board's stance are resolved within the Board, and not acting independently of the Board's decisions.
8. Monitoring my individual performance as a member of the Board against policies and any other current Board evaluation tools, and undertaking appropriate professional development.

Signature: _____

Name: _____ **Date:** _____