

HOKOWHITU SCHOOL BOARD RESPONSIBILITIES AND CONDUCT POLICY (2024)**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 Board member is expected to meet the following standards of behaviour, as stipulated by the Minister of Education in the Code of Conduct for State School Board Members:

12. I act with integrity.
I act with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy.
13. I am culturally responsive and fair.
I do not act or advocate in a way that discriminates against, nor act in a way that unjustifiably favours, particular individuals, groups, identities, or interests.
14. I actively promote a safe school environment.
I speak up when I see unethical behaviour. I treat all concerns raised seriously. I encourage an open culture where all staff, communities, and students feel safe speaking up.
15. I am respectful of my fellow Board members.
I follow the Board's policies and procedures. I work with my fellow Board members in a respectful way, even when we disagree.
16. I respect the process of collective decision-making.
I recognise that only a member authorised by the Board to do so may speak on behalf of the Board. I do not act independently of the Board's decisions.
17. I treat school staff, students, and members of the school community with respect.
I treat the Principal, staff, students, school volunteers, and members of the school community with courtesy and respect.
18. I take responsibility for ongoing development in my role.
I make myself available to undertake appropriate professional development, including a focus on Te Tiriti o Waitangi and good governance.
19. I engage with our community in sensitive and appropriate ways.
I work with my fellow Board members to engage authentically with all people in our school community, including whānau, local Māori communities, iwi and hapū, fairly, impartially, promptly, and sensitively to help inform the decisions we make.
20. I speak up for all students.
I put students' wellbeing, progress, and achievement first and foremost, unaffected by my personal beliefs or interests.
21. I come prepared.
I come to Board meetings prepared to participate fully in decision-making.
22. I use my position responsibly.
I maintain confidentiality when I receive non-public information gained in the course of my duties and use it only for its intended purpose. I represent publicly the school in a positive manner and do not disclose publicly information that may be harmful to the school. I do not pursue my own interests at the expense of the school or community's interests.

23. I do not seek gifts or favours.

I follow our Board policy and procedures in relation to any offers of gifts or hospitality. I never seek gifts, hospitality or favours for myself, members of my family or other close associates.

24. I am politically impartial in my role as a Board member.

I do not endorse or campaign for a political party or candidate in my capacity as a Board member.

25. I meet statutory and administrative requirements.

I act in accordance with all statutory and administrative requirements relevant to the role of the Board (including as an employer) and will seek guidance and support if and where required.

26. I identify and manage conflicts of interest.

I identify, disclose, manage, and review regularly all interests. I become familiar with, and follow, all conflicts of interest requirements, including those of the Board, the school, and all statutory requirements.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Code of Conduct for State School Board Members 2023

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: 20 February 2024

Review date: Term 1 (February/March) 2025

Presiding Member

Principal

Memorandum of Board Responsibilities and Conduct

As a member of the Hokowhitu School Board, I:

1. Accept the collective responsibilities outlined in the Board Responsibilities and Conduct Policy.
2. Accept that the Board must meet its primary objectives in the ways outlined in the Board Responsibilities and Conduct Policy.
3. Accept that I must meet the standards of behaviour as stated in the Code of Conduct for State School Board Members.

Signature: _____

Name: _____ **Date:** _____