

BoT Governance, Guidelines & Delegations policy

1.0 RATIONALE

To fulfil the principles of good governance and management the Board of Trustees will establish sound practices for developing and implementing sound policies.

2.0 Aims

Policies will:

- 2.1 Establish processes through which the Board of Trustees can fulfil its governance role in the school;
- 2.2 Ensure that frameworks and guidelines for the management of the school are developed and followed;
- 2.3 Ensure that staff, students, parents and the community in general have simple documented statements on the organisation of the school;
- 2.4 Ensure that there are procedures for staff, students, parents and the wider school community in relation to disputes
- 2.5 Be accessible for the wider school community involvement in the review process
- 2.6 Be able to be used effectively alongside the school's Charter and Strategic Plan to ensure that the Board is able to achieve its strategic intent

3.0 Delegations

Delegations are as follows:

- 3.1 Board Chairperson as spokesperson for Board related public communications
- 3.2 Board Chairperson to chair and direct meetings as per standard best practice
- 3.3 Board to form Sub-Committees for Board work as the need arises
- 3.4 The Board shall have standing sub-committees or portfolio-holders in the following Board work areas – (i) Health and Safety; (ii) Finance, Risk and Audit;
- 3.5 The Board shall have ad hoc or need arises sub-committees or portfolio-holders in the following Board work areas - (iii) Property & Equipment; (iv) Complaints; (v) Student Discipline (re Serious Misconduct and Repeated Disobedience related matters); (vi) Personnel; (vii) Strategic Planning & Self-Review; and any for other such matters as the Board determines is required from time to time
- 3.6 Principal/CEO for the management and implementation of the Boards policy directions and the management of all of the school's day-to-day administration matters
- 3.7 The Board shall prepare a Delegations List that will indicate the specific jobs and powers and the extent/scope of those powers that the Board delegates to the Principal/CEO and to Board Portfolio-holders and to Board Sub-Committees
- 3.8 At the Board's discretion one or other of the Deputy-Principals', in the absence of the Principal, will be delegated as the acting-principal for a period of time as determined and approved by the Board

4.0 GUIDELINES to Policies/Procedures

- 4.1 The Board of Trustees should ensure it meets all legal and other requirements when developing policy documents and subsequent procedures for those policies
- 4.2 Policy documents are structured around rationale, delegations, procedures, accountabilities and review
- 4.3 Clear, simple language should be used to write policies (and procedures) so that they can be read and understood by all stakeholders of the school
- 4.4 Policies adopted by the Board will be available for response by the stakeholders of the school
- 4.5 School policies must be consistent with statute and other law, government regulations, the School Charter/Strategic Plan and the principles of justice and equity
- 4.6 New policy and/or policy amendment and review may be initiated by the Board sub-committees or portfolio-holders in consultation with the full Board
- 4.7 The Board will establish an agreed Code of Conduct for all Board members
- 4.8 The Board will establish an agreed Code of Conduct for all staff members
- 4.9 The Board and Principal/CEO will establish role descriptions for all sub-committees and portfolio-holders, and for the special roles of student and staff trustees and any co-opted Board members in conjunction with those trustees

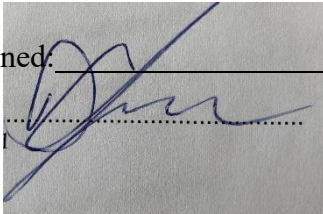
5.0 REVIEW

These guidelines will be reviewed in accordance with the Board's regular review process or at any other such time as the Board determines.

These guidelines links to the school's Mission, Values and Strategic Aims 1, 2, 3, 4 and 5 and NAG1, 2, 3, 4, 5, 6 7 and 8.

6.0 RATIFIED BY BOARD OF TRUSTEES

Chairperson: Dean Francois

Signed: 

Date: 25th July, 2019

Date for Policy review July 2022