

# WAIKOWHAI INTERMEDIATE SCHOOL

## **POLICY: B1 BOARD OF TRUSTEES' MEETINGS**

### **Purpose**

In its governance role the Board is required to hold regular meetings and to consider a range of matters and issues relating to the management and business of the school.

To provide for greater efficiency to the benefit of the School and of the members of the Board, it is appropriate to have a policy providing guidelines as to the conduct of its meetings.

### **Policy**

#### **1. Agenda**

- (a) Matters that members wish to be discussed and included on the Agenda should be forwarded to the Principal by the Tuesday preceding the date for the next meeting.
- (b) Where practicable, a matter to be placed on the Agenda should be accompanied by a written report and / or material intended to be considered (including what action is proposed) and circulated to the members before the meeting.
- (c) The Board may defer any matter on the Agenda to the following meeting should the appropriate reports and material not be available to the Board at the immediate meeting.
- (d) Matters not on Agenda shall not be discussed at the meeting unless the majority of the members present vote in favour of that matter being added to the agenda.

#### **2. Preparation by Trustee Members**

- (a) It is the policy of the Board that individual Trustees will have read and studied all reports and meeting papers in advance of the relevant meeting.
- (b) Individual Trustees with particular questions may make enquiry of the appropriate or relevant person in advance of the meeting to gain clarification of a particular issue.
- (c) The Chairperson of the meeting may decline to accept queries from any individual Trustee on a particular report where it seems that the particular Trustee has not read the report prior to the meeting and / or is not familiar with the report / written material.

#### **3. Responsibilities**

Where a particular individual Trustee (or Trustees) takes responsibility for a specific matter or area, their report to the Board may (in accordance with the circumstances) be either oral or written.

#### **4. Handling of Reports**

- (a) Reports may be submitted either with or without recommendations.
- (b) Where the report is tendered with recommendations, then such may be subject to query and debate. The recommendations may be amended, approved or refused.

**BOARD OF TRUSTEES’ MEETINGS (cont)**

**5. Correspondence**

- (a) Correspondence shall be listed together with some particulars of the content of each item.
- (b) Any Trustee may at any time request a copy of any item of correspondence.
- (c) The Principal shall provide to each Trustee a copy of any item of correspondence that is of general application or interest, or that is of specific relevance to the particular Trustee.

**6. Guillotine Finish**

- (a) Regular meetings of the Board shall finish within two and a half hours after commencement of the meeting.
- (b) Any item of business not discussed within the time period referred to in (a) above shall be deferred to the following meeting and shall take priority in the Agenda of that meeting.
- (c) The time of a regular meeting outlined in (a) above may be extended for such additional period of time as approved by a majority of the members present at the particular meeting.

**7. Board of Trustees – *In Committee***

- (a) The Board may resolve by a majority of the members present at any duly constituted meeting to exclude the public from that meeting and to meet “*In Committee*”
- (b) Any resolution passed in accordance with sub-clause (a) above shall comply with Section 48 of the Local Government Official Information and Meetings Act 1987 and Schedule 2A thereto.
- (c) Members of the Board who meet “*In Committee*” and any other person(s) present shall be reminded of the requirement that the matters discussed pursuant to that arrangement are confidential to the Board.
- (d) A resolution on any matter the subject of discussions whilst the Board is “*In Committee*” shall be put to the Board, voted on and subject to confidentiality and privacy requirements recorded in the minutes of the Board following the Board reconvening in “*open meeting*”.

**Passed by the Board of Trustees:**

29 May 2007  
[Date]

**Chairperson:**

Karena Stephens-Wilson  
[Print Name]

**Signature:**

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**Review Date:**

February 2010