



Board of Trustees Policy: Role of the Board Chairperson

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Policy Statement

1. James Cook High School will ensure the Board is led effectively, through the election of a competent Board Chairperson
2. The Chairperson is the leader of the Board and works on behalf of the Board with the Principal on a day-to day basis.
3. The Chairperson represents the Board of Trustees to the broader community and works in partnership with the Principal to safeguard the integrity of the Board's processes.
4. The Chairperson often represents the Board to the school and wider community and agencies such as the Ministry of Education and the Education Review Office and carries a responsibility to safeguard the integrity of the Board.

Delegations

5. The Board delegates management of the relationship between the Board and the Principal to the Chairperson.

Guidelines

6. The chair:
 - a) Is appointed by election at the first Board meeting of the year except in a triennial trustee election year where it shall be at the first meeting of the Board
 - b) Acts within Board policy and delegations at all times and not independently of the Board
 - c) Leads the Board members and develops them as a cohesive and effective team
 - d) Welcomes new members, leads trustee induction and ensures that disclosure of any conflicts of interest is made and the Code of Conduct Policy is understood (and signed)
 - e) Assists Board members' understanding of their role, responsibilities and accountability, including the need to comply with the Code of Conduct Policy
 - f) Ensures the work of the Board is completed
 - g) Sets the Board's agenda, alongside the Principal and ensures that all Board members have the required information for informed discussion of the agenda items
 - h) Ensures the meeting agenda content is only about those issues that, according to Board policy, clearly belong to the Board to decide
 - i) Effectively organises and presides over Board meetings, ensuring that such meetings are conducted in accordance with the Education Act 1989, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any Board protocols

and policies

- j) Ensures interactive participation by all Board members
- k) Represents the Board to external parties as an official spokesperson for the school except for those matters where this has been delegated to another person
- l) Is the official signatory for the Board, where required and including for annual accounts
- m) Is responsible for promoting effective communication between the Board and wider community, including communicating appropriate Board decisions
- n) Establishes and maintains a productive reciprocal working relationship with the Principal
- o) Ensures the Principal's performance agreement and review are completed on an annual basis
- p) Ensures concerns and complaints are dealt with according to the school's concerns and complaints procedures
- q) Ensures any potential or real risk to the school, or its name, is communicated to the Board. This includes any concern or complaint.
- r) Legislative requirement

Notes

7. This policy should be read in conjunction with the Education and Training Act 2020, guidance from NZSTA, and other official requirements.

8. The following aspects are associated with this Policy:

- Procedural/ documentation:
 - Governance policies
- Legislative compliance:
 - Education and Training Act 2020
 - Local Government Official Information and Meetings Act 1987

Chairperson _____

Date: September 2020

Policy History	
Date	Action
May 2019	Adopted by Board
Sept 2020	Amended
May 2021	Reformatted