



Board Policy: Board EOTC Committee

14A

Policy Statement

1. The Board has established a committee of the Board with specific focus and functions to consider and approve EOTC activities.
2. The membership of this committee must comprise at least three Board members. The quorum of the committee is two Board members.
3. Because of separate delegations, it is not appropriate for the Tumuaki to be a member of this committee. However, they (or their representative) are likely to attend committee meetings and assist the committee in their mahi.

Terms of Reference

4. The committee has delegated authority from the Board to:
 - consider,
 - decline,
 - set additional requirements for,
 - refer to the full Board for their consideration, or
 - approve

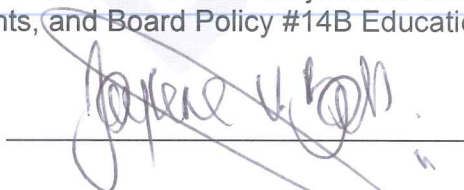
...any EOTC activities that are outside the Tumuaki's delegations or are referred to the committee by the Tumuaki.
6. The committee will consider and approve all EOTC applications which require the Board's approval. Noting that this consideration can include:
 - a) Seeking further information,
 - b) Approval in principle only, based on a condition or caveat the needs to be met before full approval will be considered and/or given
 - c) Approval in full, this being the only approval which enables the activity to proceed.
7. The committee can forward any EOTC application that requires Board approval to a meeting of the Board for their guidance, or for the Board itself to consider a specific EOTC application. The Board's decision being final.
5. The committee will meet at least monthly at the school at a regular and routine time, so the school and staff members making EOTC applications have predictable routines to work within.

6. The committee can ask staff members making EOTC applications to attend the committee meeting to assist in the committee's deliberations, if desirable.
7. The committee Chairperson can be authorised by the committee to sign off (approve) specific EOTC activities after the application and EOTC activity have met any requirements that the committee has set for that EOTC application.
8. In exceptional circumstances the Board Chairperson or the committee Chairperson has the delegated authority of the Board to consider and approve EOTC activities between meetings of EOTC Committee of the Board if this is required. Noting that:
 - a. This is not to be used as a matter of course;
 - b. Options for the committee to meet such as a zoom or phone meeting etc, should be considered in the first instance; and
 - c. The information received and relied on must be shared with all committee members as soon as is practicable; and
 - d. This is to be advised to the committee and the Board at their respective next meetings.
9. The committee will provide a report to the Board at its monthly meeting setting out:
 - All EOTC applications it has considered,
 - Those that have been declined and approved, and
 - The status of any other applications.
10. It is expected that committee members will familiarise themselves with the relevant Board policies, legislative requirements, and official/expert guidelines in this area. The Tumuaki will also assist committee members on request.
11. The committee can call on the expertise of the Tumuaki, or relevant staff, and outside agencies with expertise in the making of decisions or bringing matters to the attention of the Board.

Notes

12. This policy should be read in conjunction with the MOE EOTC guidelines, other official requirements, and Board Policy #14B Education Outside the Classroom (EOTC).

Chairperson _____



Date: February 2023

Policy History	
Date	Action
Feb 2023	Adopted by Board