

# TE HAIKURA A KIWA | James Cook High School

## Public attendance at board meetings

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### Information for visitors

We welcome public<sup>i</sup> attendance and observation at board meetings as part of our commitment to open and transparent governance.

To help us prepare for your visit, we respectfully ask that visitors contact the presiding member at least two days before the meeting they wish to attend. This allows us to ensure copies of the meeting agenda and relevant board papers are available.

### Public participation

While school board meetings are held in public, they are not public meetings. Public participation is at the discretion of the board.

Upon request, the board may allow members of the public to speak to a specific agenda item. Where possible, requests should be made before the meeting so the agenda can be adjusted.

The presiding member will determine the time allocated for each speaker, taking into account:

- The complexity of the agenda item
- The number of speakers wishing to address the board
- The time required for other essential board business.

The board:

- Reserves the right to limit the number of speakers on any one agenda item
- Will only ask questions to clarify that a speaker's viewpoint has been accurately understood and recorded.

The speaker:

- Must address the agenda item only and remain within the allocated timeframe
- Must not question board members directly
- Must comply with public conduct expectations.

### Public conduct expectations

All visitors are expected to:

- Uphold the school's values
- Comply with the school community's code of conduct (where applicable)
- Refrain from being disrespectful, offensive, or making malicious statements or claims
- Observe the formal processes of the board meeting.

The presiding member may require a member of the public to leave the meeting if, on reasonable grounds, their behaviour is likely to prejudice, or continues to prejudice, the orderly conduct of the meeting (Section 50, Local Government Official Information and Meetings Act 1987).

### Public-excluded business

While school board meetings are held in public, they are not public meetings.

The board may move to exclude the public from part of a meeting, usually to protect the privacy of individuals.

If this occurs, all members of the public will be asked to leave the meeting until that section of business has concluded (unless their presence is required for those proceedings).

The board thanks you for your support and understanding of these requirements, which help ensure meetings are productive, effective, and focused on improving educational outcomes for our learners.

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<sup>i</sup> Under Section 49(a) of the Local Government, Official Information and Meetings Act 1987 (LGOIMA 1987), bona fide members of the news media shall be deemed to be members of the public and are entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.