



Policy: Board Meeting Process and Procedures

Policy Statement

The Board is committed to being compliant with all legislative responsibilities. The Board is furthermore committed to effective and efficient meetings that are focused at a governance level and provide the information the Board needs to be assured that all policies, plans and processes are being implemented and progressing as planned.

Procedural Guidelines

Board Meetings General:

1. Meetings are held with the expectation that Board Members come prepared and will participate in discussions in accordance with the Board Members' Code of Conduct and the Conflicts of Interest Policy.
2. Meetings are held as per the triennial review schedule with dates confirmed each December for the following year.
3. Board minutes will be taken by a non-Board Member, paid on a commercial basis, on-contract.
4. The quorum shall be more than half the members of the Board currently holding office.
5. Only apologies received from those who cannot be present must be recorded. Board Members who miss three consecutive meetings without the prior leave of the Board cease to be members. To obtain prior leave, a Board Member must request leave from the Board, and the Board must approve it.
6. The Presiding Member shall be elected at the first meeting of each year, except in the general election year where it will be at the first meeting of the newly elected Board.
7. Regular meetings commence at 6.45 pm and conclude by 9.30 pm. A resolution for an extension of time may be moved but will not normally exceed 30 minutes. Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.
8. Meetings can be held via audio, visual, or electronic communication providing:
 - 8.1. all Board Members who wish to participate in the meeting have access to the technology needed to participate, and
 - 8.2. a quorum of members can simultaneously communicate with each other throughout the meeting.

Agenda:

1. Board meetings are based on a prepared agenda. The agenda preparation is the responsibility of the Presiding Member in consultation with the Principal.
2. Agenda items are to be notified to the Presiding Member 7 days prior to the meeting.
3. Late items will only be accepted with the approval of the Board and in rare circumstances where a decision is urgent.
4. The order of the agenda may be varied by resolution at the meeting.
5. All matters requiring a decision of the Board are to be put on the agenda as separate meeting items.
6. All items in the agenda are to carry a recommended course of action and, where appropriate, be supplemented by supporting material in the agenda documentation.
7. The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number.
8. Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
9. Papers and reports are to be sent to the Board 3 working days before the meeting.

**Minutes:**

1. The Principal is to ensure that secretarial services are provided to the Board.
2. The minutes are to clearly show resolutions and action points and who is to complete the action.
3. A draft set of minutes is to be completed and sent to the Presiding Member for approval within 5 working days of the Board meeting before being distributed to the remainder of the Board Members within 2 working days.

Special meetings:

1. A special meeting may be called by delivery of notice to the Presiding Member signed by at least one third of Board Members currently holding office.

Motions/amendments:

1. A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded (unless moved by the Presiding Member) and are then open for discussion.
2. Motions and amendments, once moved and accepted, may not be withdrawn without the consent of the meeting.
3. No further amendments may be accepted until the first one is disposed of.
4. The mover of a motion has right of reply.
5. A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Tabling documents:

1. When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.

Correspondence:

1. The Board should have access to all correspondence. Correspondence that requires the Board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that Board Members can read it if required.

Voting:

1. All decisions are to be taken by open voting by all Board Members who are present.
2. Every question before the Board must be decided by a majority of the votes cast on it by the Board Members who are present.
3. The Presiding Member has a deliberative vote on every question and, on any question where deliberative votes for and against are equal, also has a casting vote.

Lying on the table:

1. When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

Points of order:

1. Points of order are questions directed to the Presiding Member which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

Suspension of meeting procedures:

1. The Board's normal meeting procedures may be suspended by resolution of the meeting.
2. Failure to comply with any procedural requirements set forth in these guidelines that are not mandatory under the Education and Training Act 2020, Education (School Boards) Regulations 2020 and Local Government Official Information and Meetings Act 1987 will not invalidate any decision of the Board.



3. Where any mandatory procedural requirement for Board Meetings is found not to have been complied with, any subsequent meeting of the Board may ratify and confirm any earlier action purported to have been taken or done by or on behalf of the Board.

Public attendance at Board meetings:

1. The Board fosters open and transparent governance. It welcomes public attendance at and observation of Board meetings. Members of the public include staff, students and parents, families and whānau of the school community who are not members of the Board.
2. The Board meeting is a meeting held in public rather than a public meeting.
3. Only Board Members have automatic speaking rights.
4. Members of the public may request speaking rights on a particular item that is on the agenda. Preferably, this request will have been made in advance. Public participation is at the discretion of the Board.
5. The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act 1987. The wording to be used in the motion to exclude the public is found in Schedule 2A of the Act. The Board must make the reasons for excluding the public clear. Excluding the public is most often used to ensure privacy of individuals or for financially sensitive issues.
6. Decisions by the Board, while the public are excluded, are fully recorded but remain confidential. The Board:
 - 6.1. must make the reasons for excluding the public clear;
 - 6.2. reserves the right to include any non-Board Member it chooses.
7. Members of the public may be given copies of the meeting agenda and associated reports.
8. Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of 15 minutes per interest group.
9. No more than 2 speakers will be permitted on any one agenda item
10. Speakers are not to question the Board and must speak to the agenda item.
11. Board Members will not address questions or statements to speakers.

Legislative Compliance

Education and Training Act 2020, s166
Education (School Boards) Regulations 2020
Local Government Official Information and Meetings Act 1987

Review schedule: Triennially

ADOPTED BY BOARD

Date 12th September 2017 Chairperson **R Thornton (Acting)**

Reviewed Date 1st September 2020
Reviewed Date 26th March 2024

Chairperson **M Causley**
Presiding Member **A Coombridge**