



## **Policy: Presiding Member's Role**

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### **Policy Statement**

The Presiding Member of Jireh Christian School ("the School") ensures that the Board is led effectively. He/she safeguards the integrity of the Board's processes and represents the Board to the broader community and agencies such as the Ministry of Education and the Education Review Office, seeking to uphold the School's special character as well as all legal requirements.

The Presiding Member ensures that governance of the Board is guided by an evangelical understanding of Scripture, seeking to love and care for all.

The Presiding Member ensures that each Board member has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and that decisions are made in the best interest of the School, its students and staff.

The Presiding Member is the leader of the Board and works on behalf of the Board with the Principal on a day-to day basis. The Presiding Member establishes and nurtures a positive professional working relationship with the Principal.

The Board's ability to meet its obligations, plans, and targets are enhanced by the leadership and guidance provided by the Presiding Member. In the absence of the Presiding Member, the Board delegates responsibility to the Acting Presiding Member to fulfil this function and role.

### **Procedural Guidelines:**

#### The Presiding Member:

1. Is elected at the first Board meeting of the year except in a triennial Board election year where it shall be at the first meeting of the Board.
2. Welcomes new members, ensures that the conflict-of-interest disclosure is made, and the Code of Conduct is understood and signed, and leads the induction of new Board members.
3. Will assist the Board members' understanding of their role, responsibilities and accountability including the need to comply with the Board Members' Code of Conduct policy.
4. Leads the Board members and develops them as a cohesive and effective team where each person is respected and valued for their contribution to the work of the Board.
5. Ensures the work of the Board is completed.
6. Ensures he/she acts within Board policy and delegations at all times and does not act independently of the Board.
7. Prepares the Board's agenda and ensures that all Board members have the required information for informed discussion of the agenda items.
8. Ensures the meeting agenda content remains focused on matters within the Board's remit.
9. Effectively organises and presides over Board meetings, ensuring that such meetings are conducted in accordance with the Education & Training Act 2020, the Education (School Boards) Regulations 2020, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any Board policies and legislative compliance.
10. Seeks interactive participation by all Board members.
11. 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/s. When representing the Board to external parties he/she will uphold the special character of the School.
12. Is the official signatory for the annual accounts.



13. Is responsible for promoting effective communication between the Board and wider community including communicating appropriate Board decisions.
14. Establishes and maintains a productive working relationship with the Principal and the Proprietor and/or their agent.
15. Ensures the Principal's Professional Growth Cycle and Performance Review are completed on the terms determined by the Board.
16. Ensures concerns and complaints are dealt with according to the School's Concerns and Complaints Policy.
17. Ensures any potential or real risk to the School or its name is communicated to the Board. This includes any concern or complaint.

## Legislative Compliance

Education & Training Act 2020

Education (School Boards) Regulations 2020

Local Government Official Information and Meetings Act 1987

Official Information Act 1982

Privacy Act 2020

## Review Schedule: Annually

**ADOPTED BY BOARD**

Date 12<sup>th</sup> September 2017      Chairperson **R Thornton (Acting)**

Reviewed Date	30 <sup>th</sup> January 2018	Chairperson <b>R Thornton</b>
Reviewed Date	2 <sup>nd</sup> April 2019	Chairperson <b>G Budler</b>
Reviewed Date	31 <sup>st</sup> March 2020	Chairperson <b>M Causley</b>
Reviewed Date	23 <sup>rd</sup> February 2021	Chairperson <b>M Causley</b>
Reviewed Date	22 <sup>nd</sup> February 2022	Chairperson <b>M Causley</b>
Reviewed Date	21 <sup>st</sup> February 2023	Presiding Member <b>A Coombridge</b>
Reviewed Date	20 <sup>th</sup> February 2024	Presiding Member <b>A Coombridge</b>
Reviewed Date	25 <sup>th</sup> March 2025	Presiding Member <b>A Coombridge</b>