

Being a Good Employer

Preparing our minds for the session

E te hui

For this gathering

**Whāia te mātauranga kia
mārama**

Seek knowledge for
understanding

Kia whai take ngā mahi katoa

Have purpose in all that you do

Tū māia, tū kaha

Stand tall, be strong

Aroha atu, aroha mai

Let us show respect

Tātou i a tātou katoa.

For each other.

Your presenters

Maynard Scott – Presenter

National Employment Relations Advisor

Patrick Ikiua – Q&A

Chief Advisor Employment

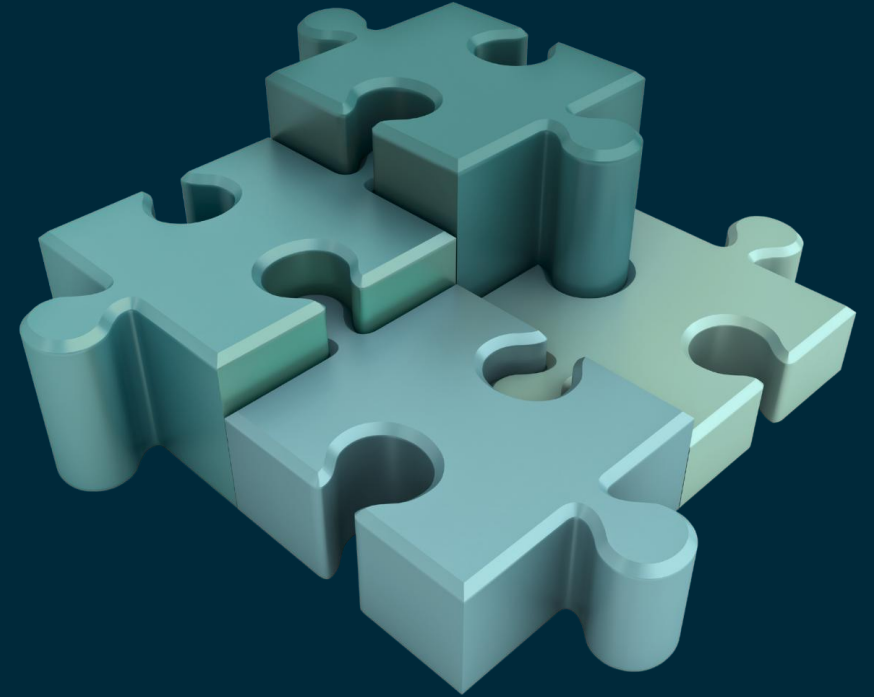
Arja Pinkney – Host

Learning and Content Development Specialist



What we'll cover

- The foundations
- Who does what?
- Being a good employer of the principal
- Summary, support, and next steps



Part 1

The foundations

Consider

What does
being a good employer
mean for a school board?

What legislation applies?

Education & Training Act
2020

Human Rights Act
1993

Bill of Rights Act
1990

Public Services Act
2020

**Board as a
Good Employer**

**Health & Safety at
Work Act**
2015

Crown Entities Act
2004

Privacy Act
2020

**Employment
Agreements**

**Employment
Relations Act**
2000

What does the Education & Training Act say about employment?

Your board **must**:

- Ensure the school is a physically and emotionally safe place for all students and staff
- Be a good employer, have a good employer policy, make it available to all staff, and ensure compliance

Your board **may**:

- Appoint, suspend, and dismiss school staff

Employment relationship principles

- The Employment Relations Act says that all parties to an employment relationship must act in good faith
- As a Crown Entity, public services values apply to boards
- Natural justice principles apply
- You are obliged to always remain objective and impartial



Key takeaways

- A range of legislation sets the minimum standard for employing staff
- The Education and Training Act outlines your board's employer obligations that apply specifically to the education sector
- Good employer obligations include expectations around your board's behaviour, and reflect principles of good faith, public service values, and natural justice



Part 2

Who does what?

Governance and Management

- Your board governs the school through policies and the strategic plan
- The principal (as CEO) puts these into action
- The principal reports to their board on progress and compliance
- It is your board's responsibility to monitor outcomes and ensure goals are met



Your board sets employment policies

Good employers operate policies that include provisions for:

- Good and safe working conditions
- An equal employment opportunities programme
- The impartial selection of suitably qualified persons for appointment
- Opportunities to develop and enhance employees' abilities
- Recognition of the aims, aspirations, employment requirements, and the need for greater involvement of Māori in the education service opportunities
- Recognition of the aims and aspirations and employment requirements, and the cultural differences, of ethnic or minority groups
- Recognition of the employment needs of women and persons with disabilities

Your board determines who is delegated

- Your principal is delegated the day-to-day operation of the school
- Delegations need to be clear and must be recorded by your board
- They should be given to the delegate(s) in writing with the restrictions and conditions
- Review delegations annually and after board elections



Who does what?

	Board	Principal
Hiring support staff		
Ensuring a healthy, safe environment for students and staff		
Ensuring school safety checking procedures		
Dismissal of a staff member		
Writing the employment policy		
Implementing an induction process for all new staff		
Confirming that all staff are paid at the correct rate		
Ensuring all teachers are currently registered		

Reflection

How does your board know its employment policies have been implemented and followed?

Key takeaways

- Your board sets employment policies that help your school operate efficiently and fairly
- Your principal decides the specific procedures to meet and implement the policy requirements
- Your board monitors to ensure compliance and reports on this through your annual report
- An effective board and principal relationship helps to ensure compliance



Part 3

Being a good employer of the principal

Board and principal relationship

- Build a strong relationship with open, productive communication
- The presiding member usually acts as the link between your board and the principal
- Check in regularly on your principal's wellbeing and provide meaningful support
- Be clear about roles, responsibilities, and expectations
- Document this in writing (through policies, your principal's job description, and the strategic plan)

Monitoring & assessing principal performance

- The principal is responsible for their own Professional Growth Cycle (PGC), including an annual professional development plan
- Your board still has a duty to monitor and assess the principal's performance
- Work with your principal to keep their job description accurate and aligned with the professional standards and the boards strategic plan
- Monitor performance through board reporting, principal assurances, and regular policy review

Positively managing employment relationship problems

In the relationship between your board and the principal:

- Promote a culture where everyone helps to prevent and clear up mistakes and confusion
- Attempt to resolve issues promptly and at the lowest level possible
- If you have any questions or concerns, contact us!



Key takeaways

- A positive and constructive relationship between your board and the principal is crucial to the success of your school or kura
- Ensure you regularly review and discuss expectations and roles to provide clarity and prevent problems
- Should an issue arise, reach out to us



Kōrero



Part 4

Reflection and next steps

What we covered today:

- The foundations
- Who does what?
- Being a good employer of the principal



Support and information

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- ▶ Board as a Good Employer
- ▶ Board as Employer of Principals
- ▶ Policies, Processes & Bylaws

Contact Us



Freephone

0800 782 435

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govadvice@govhub.org.nz

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eradvice@govhub.org.nz

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Closing the session

Unuhia, unuhia

Draw on, draw on

Unuhia ki te uru tapu nui

Draw on the supreme sacredness

**Kia wātea, kia māmā,
te ngākau, te tinana,
te wairua i te ara tangata**

To clear, to free the heart, the
body, and the spirit of mankind

**Koia rā e Rongo,
whakairia ake ki runga**

Rongo, suspended high above us

Kia tina! Tina! Hui e! Tāiki e!

Draw together! Affirm!

Ngā mihi nui!
Thank you!