

Board Meetings Workshop

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.

What we'll cover

- Why boards meet
- The rules that guide meetings
- Agenda, board pack, and minutes
- The board meeting process
- Working as a team

Part 1

Why boards meet

Activity – what do you think?

**What is the purpose of
board meetings?**

Good board decisions are...

- Transparent, honest, ethical, and have integrity
- Made on behalf of your community and the Crown to:
 - Ensure that every student can reach their highest level of educational achievement in a safe, inclusive, and supportive environment
 - Act as good employers to your staff
 - Be kaitiaki (caretakers) of the vision and values of your school or kura
 - Use Crown resourcing effectively to achieve your strategic vision

How do boards govern?

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



Part 2

The rules that guide meetings

What legislation applies?

Education and Training
Act 2020

Local Government
Official Information
and Meetings Act 1987

Education
(School Board)
Regulations 2020



Schedule 22
Constitution of Boards
of State Schools

Code of Conduct for
State School Board
Members 2023

Did you know?

- A quorum must be present to hold a board meeting
- Boards must meet within three months of their last meeting
- Board members receive an honorarium to attend
- Board meetings can be held remotely
- Board members cannot miss three consecutive meetings without prior leave approval
- All board members have equal standing, voice, vote, and accountability (ōritetanga)
- As Crown entities, board meetings are open to the public

Governance policies...

- Set out how your board will operate
- Are explicit about what each board member must do and how they will work together
- Incorporate legal requirements
- Clearly state your board's expectations for how the outcomes will be achieved
- Include any responsibilities and delegated authority given by your board



Part 3

Agenda, board pack, and minutes

The agenda

- Is prepared by the presiding member in consultation with the principal
- Only agenda items can be discussed – no surprises at the board table
- Schedule the most important discussions first
- Include the estimated time, proposed motion, and links to supporting information for each agenda item
- For public-excluded business (PEB), only note the topic and why it is being withheld from the public
- Make the agenda available before the meeting, and notify the community of the date, time, and location

The board pack

- Contains the supporting information for a meeting
- Is usually collated by the board secretary – in digital or paper format
- Should contain documents that are easy to understand
- Should keep sensitive or identifiable information safe (using redaction or public-excluded business)
- Should be sent in advance, giving board members enough time to read and consider the information
- Must be made available to the community before the meeting and given to any visitors who attend

The minutes

- Are the official record of the business conducted at a meeting
- Must be accurate, clear, and concise
- Should record
 - Attendance, motions, discussions, voting outcomes, and resolutions
 - Any delegations made and their terms of reference
- You can be proactive by sharing key meeting points, highlights, and decisions with your community
- Employ a board secretary if you can

What happens to board documents?

- Most board documents (except PEB information) are public
- Consider publishing them on your school's website
- PEB documents should be stored securely, with access monitored
- All official board documents are retained indefinitely
- Remember, all board information may be legally discoverable, including PEB, emails, texts, and notes



Part 4

The board meeting process

The components of a meeting

- Whakawhanaungatanga
- Opening of the meeting
- Board administration
- Strategic discussion and decision-making (bulk of your meeting time)
- Principal reporting and assurance on school performance
- Board review and evaluation
- Public-excluded business
- Confirmation of next meeting and required actions
- Meeting closure

The decision-making process

- A motion is put on the table
- Your board discusses the proposal and weighs up the potential benefits, risks, and outcomes
- Any amendments to the motion, along with the key points of the discussion, are recorded in the minutes
- Board members then vote or abstain from voting
- Votes for, against, and abstentions (non-votes) are minuted
- If the majority votes in favour, the motion is carried (passed) and recorded as a resolution
- If not, the motion is recorded as declined

Public-excluded business (PEB)

To conduct business in private, your board must pass a motion that clearly says:

- What the general topic is (for example, staff matters)
- Why the public is being excluded (for example, employee leave request)
- Which OIA rule applies (for example, to protect the privacy of natural persons)



In between meetings

- Complete any actions required
- Always be clear about which 'hat' you are wearing
- Board members (including the presiding member) have no authority unless delegated
- If you assist with tasks at the school that aren't part of a board delegation, you're acting under the principal's direction

Part 5

Working as a team

To create a healthy board culture...

- Welcome and support new members with a strong induction
- Get to know each other
- Promote ōritetanga (equal standing, voice, vote, and accountability)
- Listen, understand, and respect different viewpoints
- Lead by example – uphold the Code of Conduct, and your school's policies and values



Signs of productive meetings

- All board members speak up and share their views
- Everyone shows respect for each other
- There is a willingness to explore change and new ideas
- The decision-making process is clear and documented
- Meetings are a suitable length
- The meeting space feels comfortable and supportive
- Board members regularly check whether meetings are effective
- Any real or perceived conflicts of interest are declared, managed, and recorded

The presiding member

- Presides over board meetings
- Leads your board to work as a team and ensures all board work gets done
- Promotes effective communication between your board and the wider community
- Speaks for your board when delegated to do so
- Develops a positive and professional working relationship with the principal



Working with your principal (as CEO)

- Your board employed the principal for their expertise and leadership skills
- Value their professional judgement
- Be a good employer – help them to succeed by creating a safe and supportive environment
- Critiquing and questioning are part of your role; be constructive and solutions-focused



Part 6

**Summary,
reflection and
next steps**

Final thoughts

The purpose of board meetings is to make informed decisions together in the best interests of your community and the Crown.

To do this effectively, you should:

- Invest in board relationships
- Agree on and document how you will work together
- Follow clear processes that reflect your school's values and special character
- Regularly review board performance and how well you are working together
- Actively engage with and keep your community informed

Reflection and next steps

What we covered today:

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- The rules that guide meetings
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- Working as a team



Support and information

Visit Us



Resource Centre

resourcecentre.org.nz

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Slide Decks and Videos

Help for Boards

- ▶ Board Meetings
- ▶ Board Governance Framework
- ▶ Roles & Responsibilities
- ▶ School Planning & Reporting

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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!