KAIKORAI VALLEY COLLEGE

BOARD OF TRUSTEES' CODE OF BEHAVIOUR POLICY

The board is committed to ethical conduct in all areas of its responsibilities and authority. Trustees shall:

1. Maintain and understand the values and goals of the school
2. Protect the special character of the school
3. Ensure the needs of all students and their achievement is paramount
4. Be loyal to the school and its mission
5. Publicly represent the school in a positive manner
6. Respect the integrity of the principal and staff
7. Observe the confidentiality of non-public information acquired in their role as a trustee and not disclose to any other persons such information that might be harmful to the school
8. Be diligent and attend board meetings prepared for full and appropriate participation in decision making
9. Ensure that individual trustees do not act independently of the board's decisions
10. Speak with one voice through its adopted policies and ensure that any disagreements with the board's stance are resolved within the board
11. Avoid any conflicts of interest with respect to their fiduciary responsibility
12. Recognise the lack of authority in any individual trustee or committee/working party of the board in any interaction with the principal or staff
13. Recognise that only the chair (working within the board's agreed chair role description or delegation) or a delegate working under written delegation, can speak for the board
14. Continually self-monitor their individual performance as trustees against policies and any other current board evaluation tools
15. Be available to undertake appropriate professional development

I have read and understood this Code of Behaviour Policy and agree to follow and abide by it to the best of my ability.

Signature: _____ Print Name _____

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Review schedule: Triennially

Date of Confirmation by the Board of Trustees	29 June 2016

BOARD ROLES AND RESPONSIBILITIES POLICY

The board of trustees' key areas of contribution are:
Representation, Leadership, Accountability, Employer Role

The Board	Standard
Leadership	
1. Sets the strategic direction and long-term plans and monitors the board's progress against them	1.1 The board leads the Charter review process 1.2 The board sets the strategic aims and approves the annual plan and targets in line with MoE expectations 1.3 Regular board meetings include a report on progress towards achieving strategic aims 1.4 The Charter is the basis for all board decision making
2. Effectively hands over governance to new board/ trustees at election time	2.1 New trustees provided with governance manual 2.2 New trustees fully briefed and able to participate following attendance at an orientation programme
Accountability	
3. Protects the special character of the school *(integrated schools)*	3.1 Special character is obviously considered in all board decisions 3.2 Special character report is included at every board meeting as part of the principal's report
4. Monitors financial management of the school and approves the budget	4.1 Satisfactory performance of school against budget 4.2 Budget approved by the first meeting each year
5. Monitors and evaluates student progress and achievement	5.1 Reports at each regular board meeting from principal on progress against annual plan highlight risk/success 5.2 Meet targets in annual plan, implement curriculum policy and satisfactory performance of curriculum education priorities 5.3 Board review schedule covering curriculum and student progress and achievement reports are followed
6. Effectively manages risk	6.1 Attend board meetings having read board papers and reports and ready to discuss them 6.2 Board meetings have a quorum 6.3 Remain briefed on internal/external risk environments and take action where necessary 6.4 Identify 'trouble spots' in statements of audit and take action if necessary 6.5 Ensure that the principal reports on all potential and real risks when appropriate and take appropriate action

The Board	Standard
7. Ensures compliance with legal requirements	7.1 New members have read and understood: board induction pack; & requirements of board members 7.2 New and continuing members have kept aware of any changes in legal and reporting requirements for the school. Board has sought appropriate advice when necessary 7.3 Accurate minutes of all board meetings, approved by board and signed by chair 7.4 Individual staff/student matters are always discussed in public excluded session
8. Oversees, conserves and enhances the resource base	8.1 Property/resources meet the needs of the student achievement aims
9. Attends board meetings and takes an active role as a trustee	9.1 Attendance at 80% of meetings (min.) 9.2 No unexplained absences at board meetings (3 consecutive absences without prior leave result in immediate step down) Refer Education Act 1989, s104 (1) (c) 9.3 Board papers read prior to attending board meetings
10. Approves major policies and programme initiatives	10.1 Approved and minuted.
11. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	11.1 The Treaty of Waitangi is obviously considered in board decisions 11.2 The board is culturally responsive and inclusive
Employer	
12. Approves and monitors personnel policy and procedures and acts as a good employer	12.1 Become and remain familiar with employment conditions of school, staff employment agreements and award arrangements
13. Appoints, assesses the performance of and supports the principal	13.1 Principal's performance management system in place & implemented
Representation	
14. Deals with disputes and conflicts referred to the board as per the school's concerns and complaints procedures	14.1 Successful resolution of any disputes and conflicts referred
15. Represents the school in a positive, professional manner	15.1 Code of behaviour adhered to
16. Effectively hands over governance to new board/ trustees at election time	16.1 New trustees provided with governance manual 16.2 New trustees fully briefed and able to participate following attendance at an orientation programme