

# KAIKORAI VALLEY COLLEGE



## BOARD OF TRUSTEES PROCEDURE

### OBJECTIVES

1. To implement and regularly review the School Charter.
2. To develop, implement and regularly review a Strategic Plan for the school.
3. To develop, implement and regularly review a five-year Property Plan and a ten-year Maintenance Plan.
4. To ensure that the Board is fully meeting the legislative requirements of the National Education Guidelines.

### GUIDELINES

1. The Board details a process of accountability in its current Strategic Plan.
2. Finance and Property
  - (a) The Executive Officer, in conjunction with the Finance Committee, presents monthly financial statements and budget variation reports to the Board, providing practical advice and timely recommendations.
  - (b) Reports on short, medium and long term financial planning by the Chair of the Board's Finance sub-committee and Executive Officer form an integral part of the Board's monitoring of approved budgets and future budgets.
  - (c) An annual budget is established during Term 4, for the following year. This process follows consultation with the Principal, HODs and support staff representative and the Board. A final version of the budget is approved by the Board at its March meeting.
  - (d) An end of year annual report is prepared for the Board, Ministry of Education and the school community. This process is coordinated by the Executive Officer and is audited by a qualified auditor on behalf of the Office of the Auditor General.
  - (e) The Executive Officer reports (via the Finance sub committee) to the Board as to the efficient delivery of financial services to persons internal to the school and to persons and organisations external to the school. The Board is advised by the Principal of the effectiveness and integrity of the controls in the financial system.
  - (f) The current resources of the school are listed in an Asset Register which is updated regularly by the Executive Officer.
  - (g) Review annual maintenance and property plans with budgetary considerations in good time for annual budget setting.
  - (h) The Board maintains International Students, Special Needs, Financial and Property sub-committee.
2. One member of the Board shall chair each sub-committee.
3. The Property sub committee of the Board is delegated to implement and regularly review a five-year Property Plan and a ten-year Maintenance Plan. The Property Sub committee should regularly report to the board on progress on this five-year Property Plan and the ten-year Maintenance Plan.

Date of confirmation by Board of Trustees	22 September 2009
Reviewed	22 September 2009

Reviewed	07 December 2011
Reviewed and changed from a policy to a procedure	30 March 2016
Reviewed	4 April 2019
Reviewed	14 Sept 2022