



# Kapakapanui School

Maranga a whiti – Rise and shine

## KAPAKAPANUI SCHOOL BOARD OF TRUSTEES - GOVERNANCE MANUAL



Kia Ora, welcome to the Kapakapanui School Board of Trustees. Thank you for your willingness to contribute to the ongoing success of Kapakapanui School!

### **School Vision Statements**

- **To develop and inspire our children culturally, socially and academically to be the best they can be - kia pai ake koe!**
- **Rise and Shine – Maranga a Whiti**

For all our students to **rise** to the challenge of learning **and shine** brightly everyday during their learning journey at Kapakapanui School.

### **Board Members**

Kirsten Le Harivel	Presiding Chair
Anna Hawea	Parent Trustee
Meredith Pearson	Parent Trustee
Rochelle Yarrall	Parent Trustee
Reti Kershaw Hoeata	Parent Trustee
Lucy Tristram	Staff Trustee
Craig Vidulich	Principal
Lisanne Templer	Minutes Secretary

Meetings are usually held twice a term beginning at 6:00pm. They run for approximately 90 minutes to 2 hours.

## **Key Documentation**

- 1. The Charter**
- 2. Policies**

### **Charter**

This is the strategic direction document for the school. There are 3 sections to a Charter.

1. About the School
2. Strategic Section-goals for the next 3 to 5 years.
3. Annual section-achievement goals which are reported to the Board twice a year.
4. Our current charter also includes the Analysis of Variance which is a summary of the 2018 assessment results.

Click here to view the [2024-2025 strategic plan](#)

## Policies

Kapakapanui School uses the SchoolDocs website which is an online portal for all policies and procedures. These are regularly reviewed. Updates on current reviews will be included in the Principal's report each month.

[Click here to access SchoolDocs](#) Search up Kapakapanui School and then **enter kapanui for both the user and passwords.**

## Board Responsibility

The board of trustees is a crown entity and is responsible for the governance of Kapakapanui School. The key focus of their role is the improvement of student progress and achievement

**The Board of Trustees key areas of contribution are to:**

- Set and, as needed, modify the vision, mission and values.
- Protect the special character/values of the school
- Ensure a sensible and feasible Strategic Plan
- Approve and monitor the Annual Plan
- Develop and review the general policy direction.
- Monitor and evaluate student learning outcomes
- Appoint, assess the performance of and support the Principal.
- Act as good employers.
- Provide financial stewardship.
- Oversee, conserve and enhance the resource base.
- Approve major policies and programme initiatives.
- Manage risk
- The board is committed to a programme of professional development that includes new trustee induction
- Build a broad base of community support.
- Exercise governance in a way that fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.

The Board of Trustees has the overall responsibility for Kapakapanui School, which includes certain legal obligations covering responsibility for property and personnel, the proper management of school finances, reporting to the Ministry of Education on student achievement and the development of the Charter.

The legal obligations of this Board are set out in a number of different Acts of Parliament, including *Education Act 1989* and *Education Standards Act 2001*. The Board of Trustees fulfils these obligations and works to assure the government that:

1. The students at Kapakapanui School are receiving a high quality standard of education.
2. National priorities for school education are being addressed at Kapakapanui School.
3. Resources are being used effectively and efficiently to ensure the highest possible quality learning.

## **Role of the Board**

The Board:

- Defines the purpose of the school
- Sets and reviews the school's goals through its Strategic Plan
- Sets and reviews policies, procedures and guidelines
- Must comply with current legislation and the National Education Guidelines
- Appoints the Principal and assesses his or her performance in meeting the school's goals
- Supports the Principal in managing the school
- Ensures the school is communicating effectively with its community
- Is not involved with the day-to-day running of the school.

## **Role of the Presiding Chair**

At Kapakapanui School, the role of the Presiding Chair is important in ensuring the ongoing success of our Board and school. The Presiding Chair is the leader of the Board and carries overall responsibility for the integrity of the Board's processes. In addition to the general responsibilities of all trustees the Presiding Chair has the following responsibilities:

- Provides leadership for the Board
- Acts as spokesperson for the Board
- Ensures that the work of the Board is completed
- Ensures the Board works as a team
- Supports other trustees in their roles
- Effectively organises and chairs the Board meetings – fairly and impartially
- Meets regularly with the Principal to build a working relationship based on trust, honesty, respect and support
- Prepares the agenda (in consultation with Principal)
- Prepares reports as required
- Is signatory to contractual obligations
- Has delegated authority to coordinate the annual appraisal of the Principal in consultation with other trustees
- Ensures good communication is established and maintained between the Board of Trustees and the wider community
- Works with the Principal to write and present the Annual Report.

It is possible for the role of Presiding Chair to be a shared position and the Presiding Chair may delegate part of his/her responsibilities to another trustee.

The Presiding Chair and Principal work most effectively together when:

- They work in partnership towards the same goals
- They are able to make informed decisions
- All other trustees know and understand the role of the Board and the Principal (i.e. the governance/management roles are defined and their individual responsibilities are known)
- There is mutual respect and a climate of trust and openness and harmony
- The Presiding Chair and Principal establish a positive working relationship through regular meetings
- There are no surprises!
- Agreed tasks are completed



- Mediation/support is sought earlier rather than later

### **Role of the Principal**

The Principal:

- Is the Chief Executive of the school
- Is the educational leader of the school
- Is a full member of the Board
- Provides information and guidance to the Board of Trustees
- Guides the Board of Trustees in decisions about: curriculum, employment, achievement targets, planning and reporting
- Manages the school within the law and in line with Board of Trustees policies and goals
- Oversees the day-to-day running of the school
- Makes recommendations to the Board of Trustees on the appointment of staff
- Oversees teacher Professional Growth Cycle (formerly called appraisals) and staff development programmes.

### **Role of the Staff Trustee**

The role of the staff trustee is to present to the Board the views of the staff and to report to the staff the decisions of the Board (in conjunction with the Principal). As a trustee, the staff trustee has an obligation to serve the broader interests of the school and its students. The staff trustee fulfils legislative requirements relating to Board composition.

In addition to carrying out the general responsibilities of all trustees, the Staff Trustee will:

- Be accessible to staff members and will receive staff views, where appropriate, prior to Board meetings
- Fairly and accurately present staff views to the Board
- Fairly, accurately and promptly report on the Board meeting to the staff, in conjunction with the Principal
- Reporting: It is not necessary for the staff trustee to prepare a verbal or written report for the Board unless specifically requested to do so.

### **Kapakapanui School Trustees Code of Conduct**

Each trustee, in carrying out their duties, agrees to adhere to the following [Code of Conduct-click here](#)

### **Responsibilities of Kapakapanui School Trustees**

Trustees act in the best interests of Kapakapanui School through the governance role of the Board.

The following key responsibilities define the expectations of a member of this Board.

Each trustee will:

1. Abide by the Code of Conduct

2. Attend Board of Trustees meetings and read agenda papers and reports beforehand.
3. Contact the Board Secretary or Presiding Chair to tender an apology if unable to attend a meeting.
4. Accept special delegations as required and will abide by the relevant Job Description.
5. Attend sub-committee meetings as required and will convey apologies if unable to get to any such meeting.
6. Make every effort to attend other Board meetings or functions held as necessary from time to time.
7. Catch up with information from missed meetings by reading the minutes and/or speaking with the Presiding Chair.
8. Contribute thoughts and ideas and will listen to and respect those expressed by other Board members.
9. Abide by the collective decisions of the Board and respect the confidentiality of information
10. Make every effort to participate in any training programme agreed to by the Board.
11. Undertake an annual self-evaluation and meet with the Presiding Chair to discuss ways in which he/she has contributed to the effectiveness of the Board and ways he/she may increase their effectiveness.

## **Meeting Procedures**

Kapakapanui School Board of Trustees is committed to effective and efficient meetings.

**Purpose:** to discuss school business in a public forum and to make and record decisions relating to the governance and management of Kapakapanui School. Meetings are held with the expectation that trustees have prepared for them and will participate fully in all discussions within the principles of acceptable behaviour

**Date and Time:** meeting dates are set in advance (as part of the Annual Plan). Meeting dates and start times can be varied with the agreement of trustees and with due public notice.

**Notice of meeting** is given on the minutes of the previous meeting, in the Kapakapanui School newsletter, via e-mail and by circulation of the agenda.

**Visitors:** Board meetings are held in public and visitors are welcome. Visitors will be given “speaking rights” at the discretion of the Presiding Chair. Visitors can request that a particular topic be discussed but due notice must be given. In extreme circumstances, new topics can be added to the agenda at a meeting, but only at the Presiding Chair's discretion. Visitors are requested to restrict their input to the topic in which they have a particular interest. The agenda may be varied to allow them to speak early in the meeting and then let the Board move on to other matters. Visitors attending the meeting will be given a notice about their rights to participation in the meeting.

**Agenda:** meetings will be based on a prepared agenda, developed by the Presiding Chair in consultation with the Principal and circulated to all trustees at least two

working days prior to a meeting. Trustees should advise the Presiding Chair if they wish items to be included on the agenda. The Presiding Chair reserves the right to include or exclude any item of business.

The **order of the Agenda** may be varied by general agreement of the Board.

***“No surprises in General Business”:*** *the integrity and effectiveness of the Board relies on there being adequate time for trustees to consider issues prior to a meeting. Raising issues without forewarning, particularly if they are contentious, will reduce the Board’s ability to make good decisions and can damage relationships.*

**Reports:** trustees, if required by their individual responsibilities, will report to the Board in writing. Written reports must be factual and concise, covering events over the period, any upcoming issues and other items of relevance. Trustees are asked to highlight points that will require discussion or a decision at the meeting. *Verbal reports*, in place of written reports, are acceptable for minor issues or where a decision is not required of the Board.

Trustees should check with the Presiding Chair, in advance of the meeting, for guidance.

**Reports must be submitted to the Board Secretary no less than 4 days prior to a meeting.** Reports can be sent in by email. Late reports will be accepted only at the discretion of the Presiding Chair.

**Circulation of Board papers:** the agenda, all reports, minutes of the previous meeting, correspondence and any additional material will be circulated to trustees at least two working days prior to a meeting. Copies of the agenda and all papers for the open (public) session of a Board meeting will be available for public viewing at the Kapakapanui School Office.

*Reports are not read out at the meeting. Trustees are expected to prepare for meetings by reading all reports in advance.*

**Attendance & Apologies:** an apology for non-attendance of a Board meeting should be given to the Presiding Chair or Secretary as soon as possible. A trustee who misses three consecutive Board meetings without prior leave will cease to be a member of the Board. A standard apology for non-attendance does not constitute “prior leave”. A formal request for leave must be made to the Presiding Chair.

**Discussion at Board meetings:** discussions will be centred on the topic in question. Open and honest dialogue is encouraged, but with respect for the views of others. The aim of any discussion should be to enable an informed decision to be made at the conclusion. The Presiding Chair will limit the length of discussions to suit the importance of the subject matter. Only one person at a time shall speak.

**Voting at Board meetings:** voting will generally be **oral**. A notice of motion will be circulated to trustees in advance of the meeting, within a written report or on the agenda, or will arise out of the discussion of a particular topic. At the appropriate point in the proceedings, the motion will be **moved** by the relevant trustee and **seconded** by a supporting trustee (unless moved by the Chair, when no seconder is

required). Further discussion may follow, although the Chair can limit each trustee to comment on the motion only once. The motion can be amended, if necessary, with the agreement of all trustees, and then voted on (“...all those in favour say „Aye - against „Nay”). The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote. If agreed or carried, the motion becomes the **resolution** and is recorded in the minutes as such. Trustees can request that their contrary votes be recorded. A matter already discussed and voted on may not be reintroduced at the same meeting. Trustees are reminded that they will abide by the collective decisions of the Board.

**Minutes of the Board meeting:** the written account of the meeting following a standard format. Minutes will record the main points of discussion and all decisions. Copies of the *unconfirmed* minutes are circulated to trustees shortly after each meeting (via e-mail). Additional copies of the unconfirmed minutes are circulated with Board papers prior to the next meeting. Unconfirmed minutes are not available for circulation to the public although key decisions may be shared with the school community (if appropriate) via the Presiding Chair, Principal and/or school newsletter. Once confirmed, the master copy of the minutes is signed and all pages and attached reports initialled by the Presiding Chair. The complete record is filed in the **“Kapakapanui School Board of Trustees Minutes”** folder in the Office. This file is available to the public during school hours. “In committee” minutes are filed separately and kept in the school safe. Copies of all minutes are made available to the school’s auditor.

**“in committee” (exclusion of the public from a Board meeting):** the Board has the right, by resolution, to exclude the public and the news media from the whole or part of the Board meeting in accordance with the Local Government Official Meetings and Information Act 1987. Decisions by the board are fully recorded but remain confidential. The Board will pass the motion to move “into committee” (exclude the public) whenever it needs to protect the personal privacy of an individual or to discuss sensitive financial issues eg. Personnel issues, wage claims, contract tenders. The Board needs to make the reasons for excluding the public clear and reserves the right to include any non-board member it chooses. To move “into committee”, the relevant motion is:

“That, under section 48 (1) of the Local Government Information and Meetings Act 1987, to protect personal privacy, the public be excluded from this meeting from this point in the proceedings (*time*). The general subject for each matter to be discussed is (*topic*)” Moved: Chairperson (no second required)

Any visitors or trustees that declare a conflict of interest will be asked to leave the meeting at this point. At end of the “in committee section”, the motion to return to open session is:

“That the Board moved back into “open session” at (*time*).” Moved: Presiding Chair (no second required)

**“in committee” minutes** follow the same format as main minutes, but are filed separately and kept in the School safe. “in committee” minutes and any relevant papers are not circulated outside of the meeting. “in committee” minutes will be confirmed at the next available “in committee” session. Matters arising from these minutes may be discussed then or may form part of open session business at a

future Board meeting (e.g. confirmation of an appointment or resolution of a complaint).

**Conflict of Interest:** from time to time situations may arise in which individual trustees could have, *or could be thought to have*, a personal stake in matters to be considered by the Board. A trustee who identifies a conflict of interest must declare it before any discussion of the matter begins. A trustee should:

Publicly declare a conflict of interest, state the general nature of the interest, and have the declaration recorded in the minutes.

Withdraw from the meeting while the matter is discussed

Not vote on the matter; and

Not discuss the matter with the Board or attempt to influence any vote.

**Pecuniary Interest:** arises when a trustee may be financially advantaged or disadvantaged as a result of decisions made by the Board. In such cases the trustee concerned must leave the meeting while the topic is under discussion and a decision is made.

### **Board Meetings – Legal Requirements**

*Kapakapanui School Board of Trustees is required to abide by the following legislation with regard to its meetings. All other meeting procedures are developed at the discretion of the current Board.*

### **Preparation for Meetings**

**Timing of Meetings:** Board meetings to be held at least every three months  
(*Education Act 1989 Sixth Schedule Clause 8*)

**Public Notice of Meetings:** The Board shall take all reasonable steps to ensure that parents of students enrolled at schools that the Board administers can readily find out within a reasonable time before those meetings, where and when meetings of the Board are to be held. (*Local Government Official Information and Meetings Act (LGOIMA) Amendment 1991 Section 4/7*)

**Availability of Agendas and Reports:** Board members should receive the agenda and Board papers **at least two days** before the meeting. Members of the public are entitled to inspect the agenda and papers at the school office at least two clear working days before the meeting. Note: “in committee” papers are exempt from this entitlement. (*Local Government Official Information and Meetings Act Amendment 1991 Section 5*)

### **Conduct of Meetings**

#### **Meetings Open to the Public (Section 47)**

- includes the news media (Section 29a)
- the agenda and relevant papers to be available (Section 49 b and c)
- Presiding Chair can require a member of the public to leave in the interests of maintaining order (Section 50)

(*Local Government Official Information and Meetings Act 1987*)

**Right to exclude the public:** The public can only be excluded from all or part of the meeting by the resolution of the Board on one or more of the following grounds:

- good reason to withhold information (e.g. personnel matters)
- when disclosure of information is against the law or in contempt of court
- when the meeting is to consider an Ombudsmen's recommendation with regard to a request for information under the Official Information Act. (*Local Government Official Information and Meetings Act Amendment 1991, Section 6*)

When one or more of the above criteria is met, the decision to move into committee must be taken in the public part of the meeting and the motion recorded in the minutes as per Section 2A of the LGOIMA. The Act also makes provision for people with relevant knowledge or expertise to remain at the meeting if appropriate.

**Quorum:** No business shall be transacted at any meeting of the Board unless more than half the trustees then holding office are present . *Education Act 1989 Sixth Schedule Clause 8*

**Who presides:** The Presiding Chair, if present, otherwise a trustee (not being the Principal or a staff or student representative) appointed by the Board at the meeting.

**Voting:** Every question before a Board shall be decided by a majority of the votes cast on it by trustees. The Presiding Chair (or acting Chair) has a deliberative vote and where votes cast are equal, also has a casting vote. *Note:* it is good practice for a casting vote to be used in an uncontroversial way - for instance, to retain the status quo.

**Conflict of interest:** A trustee can be excluded from a meeting if s/he:

- has a pecuniary interest in any matter before the Board
- is a staff member and a complaint, or matters relating to their employment, is being discussed
- is an enrolled student and matters relating to him/her as an individual student are discussed

However, any of the above may attend any meeting of the Board for the purposes of giving evidence, making submissions or answering questions.

**Meeting procedure:** Every Board shall determine its own procedures

### **Follow-up after meetings**

**Right of the Public to Inspect or Receive Copies of Minutes:** The public can inspect, take notes from or receive copies of minutes of meetings (except for those held "in committee"). The public may seek "in committee" minutes through the provisions of the Official Information Act 1982 (Local Government Official Information and Meetings Act 1987 Section 51)

### **Meeting Terminology**

Trustees may find the following definitions of use:

**Agenda:** a list of items to be covered at the meeting, which is sent to the Board and made available to the public.



**Amendment:** motions can be amended during discussion. Formal meeting procedures require that an amendment must be proposed, seconded and voted on before it becomes the substantive motion.

**In committee:** section of the meeting in which sensitive and/or confidential matters are discussed. The public is excluded. Rules for doing this are set out in the Local Government Official Meetings and Information Act 1987.

**Minutes:** permanent, written record of the business conducted at the meeting. Sent out to trustees in draft or **unconfirmed** form following the meeting and reviewed and **confirmed** at the beginning of the next.

**Matters arising:** matters noted in the minutes requiring action. Bringing them up is a means of checking that the actions have been taken.

**Motion:** a formal proposal that is **moved** and **seconded** before discussion and voting. Voting can be oral ("*all those in favour?*"), a show of hands or secret ballot. A vote may not be necessary if the chair is able to gauge consensus. When the whole Board is in agreement the motion is described as **Agreed**; when it is decided on a split vote it is **Carried**.

**Moving reports:** the correct motion for trustee reports is that they be "received". Financial records are "accepted". Only the minutes are "approved".

**Moving from the Chair:** motions put by the Presiding Chair do not require seconding. Usually relate to procedural matters eg. moving into committee, rather than for voting on key issues.

**Notice of Meeting:** starting date, time and place of the meeting and sent to all Board members and made known to the school community on the school website calendar.

**Points of Order:** questions directed to the Presiding Chair requiring an answer or ruling, usually relating to meeting procedure.

**Quorum:** the minimum number of trustees that must be present before the meeting ie. More than half of those currently holding office

**Standing Orders:** the set of rules adopted by a Board to run their meetings, often the Model Standing Orders (MP 9204: 1993) of the Standards Association of New Zealand \*, or an adaptation of these.

**Tabling Documents:** when written material is available in support of an item being discussed, "tabling" it makes it part of the official records of the meeting.

## **Board Correspondence**

### **Inwards Correspondence:**

Correspondence addressed to the Board is received through the School Office. Correspondence will be opened by the Principal unless addressed to the Presiding Chair or an individual trustee.

Correspondence of particular interest will be copied and circulated to all trustees, either as soon as received or prior to a Board meeting. The Principal, in consultation

with the Board Secretary and Presiding Chair, makes the decision on which items should be circulated.

Correspondence, not circulated previously, will be tabled at the next meeting for all trustees to view if they wish.

(This excludes items that will be discussed “in committee” – these will be available only at the meeting and any copies made will be collected in and destroyed once discussed. The master copy will be filed after the meeting.)

Board correspondence is always available for trustees to view at the School Office. It is important that any mail received directly by individual trustees, in the course of their specific duties, is recorded on the Correspondence Report and copies made available for all trustees to view if they wish. Ideally, all Board Correspondence will be addressed to the Board Secretary who will distribute it as required.

### **Correspondence Outward:**

All outward correspondence will be on school letterhead.

All outward correspondence will be approved by the Board and will be recorded on the Correspondence Report.

The Board Secretary will prepare most correspondence but individual trustees, in carrying out their specific duties, may send out correspondence from time to time. It is important that this is recorded on the Correspondence Report and copies of all letters are kept in the Board Correspondence file.

### **Meeting Fees**

The Board has the right to determine how much its trustees are paid.

The Principal, as a member of the Board, is entitled to the same payment as all other trustees except the Presiding Chair.

Board fees are tax free to \$605 per member and \$825 for the Chair.

Meeting fees are currently \$55 per meeting for trustees/\$75 Chairperson

Trustees receive fees for each meeting they attend. The Board usually has 8 meetings per year (two per term), with additional meetings included as required.

Trustees can select from various pay periods, from annually to six times per year.

Payments are made by direct credit.

### **Useful Links**

Trustees can find additional information on trusteeship, governance and school management in:

- [NZSTA website](#)
- [Te Kete Ipurangi – The Online Learning Centre Website \(“TKI”\)](#)
- [Ministry of Education](#)
- [The Education Review Office publications and website](#)
- [Kapakapanui School website:](#)
- [Kapakapanui School Local Curriculum-2024](#)