



Ma te mahi ngatahi, ka mauria ai te taki

Together, we will accept and extend challenges

TE KOPURU SCHOOL

BOARD OF TRUSTEES

Role of the Board



The Board:

- has authority to control the management of the school within current legislation and the National Education Guidelines.
- defines the purpose and goals for significant areas.
- sets policies and goals for significant areas.
- appoints the principal and ensures a performance appraisal is completed annually.
- ensures the school is communicating effectively within the community.
- is not involved in the day-to-day running of the school.
- Board members are accountable to the Chairperson.
- Abide by the Board of Trustees Code of Conduct

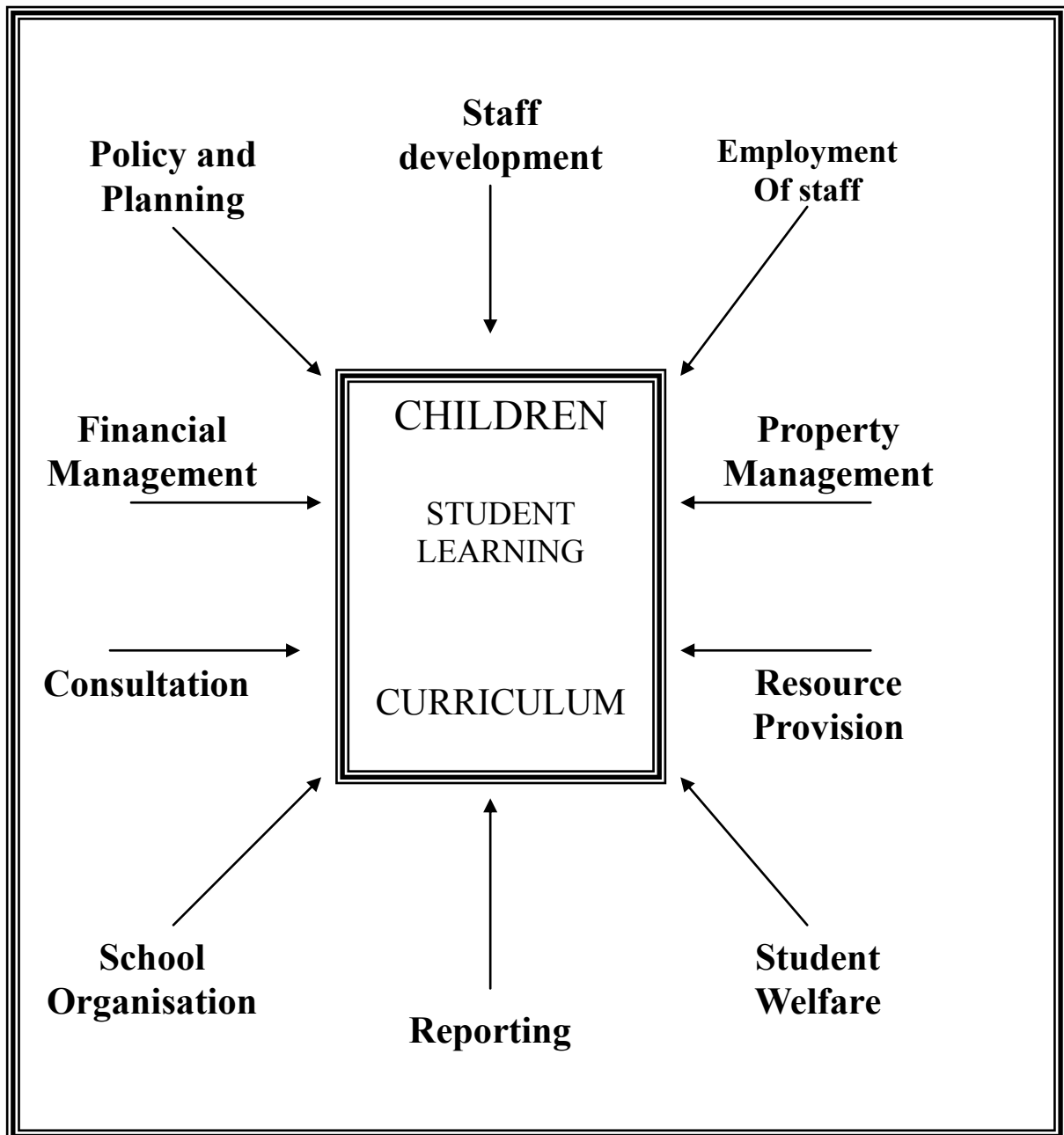
Are you interested in becoming a Board Member?

Nominations will open next month, Tuesday 10th March 2015, for our parent representative vacancy.

The Role of the Board

The core business of the school is to promote and support student learning through the provision of high quality education services.

All our plans, decisions and activities contribute, directly or indirectly, to this objective.



TE KOPURU SCHOOL BOARD OF TRUSTEES

ROLE DESCRIPTIONS

BOARD MEMBERS

Office Holder	Name	
Chairperson	Anthony Nelson	NAG 5 Health and Safety
Principal	Lee Anderson	NAG 1 Curriculum NAG 2 Documentation and Review
Treasurer	Oliver Lopez	NAG 4 Finance
Secretary	Ms Karima Bencheikh	Staff Trustee
Member	Hellen Ashby-Nathan	NAG 4 Property
Member	Bonnie Patterson	NAG 3 Personnel
Member		

Chairperson/Principal to be ex-officio member of all sub committees.

Trustee Portfolio

Chairperson



Key Tasks:

1. To provide leadership to the Board.
2. To act as the BOT spokesperson and to represent the BOT as required.
3. To meet regularly with/and support the Principal –discuss issues of importance.
4. To plan and lead Board of Trustees’ meetings.
5. To ensure that Board members understand their roles and act in accordance with the Trustee Code of Conduct.
6. To report to the Board of Trustees and Community.
7. To ensure an annual appraisal is carried out with the Principal.
8. To plan for a smooth transition when there is change of Board/ Board members.
9. To ensure policies and procedures are developed and implemented.
10. To act as signatory to official returns and documentation.
11. To be ex-officio on all sub-committees.
12. To oversee the action plan for school self-review.
13. To ensure the development and implementation of an operational plan.
14. To liaise with NZSTA as required.

Trustee Portfolio

Principal



Key Tasks:

1. Is, by law, a full member of the board.
2. Acts as the education leader of the school.
3. Manages the school within the law and in line with board policies and goals.
4. Oversees the day-to-day running of the school.
5. Makes recommendations to the board on the appointment of staff.
6. Oversees teacher appraisals and staff development programmes.

Trustee Portfolio

Finance



Key Tasks:

1. To ensure NAG 4 finance policies and procedures are implemented.
2. To ensure NAG 4 finance policies and procedures are reviewed according to the self-review plan
3. To prepare the annual budget with the Principal/School Secretary
4. To supervise the management of school funds.
5. To liaise with Principal and School Secretary re the authorisation of accounts for payment.
6. To ensure that the asset register is updated with all capital purchases.
7. To ensure that the school's risk management cover is current and adequate.
8. To liaise with Education Services, our accounts agent and the bank, if required.
9. Liaise with Property Manager to ensure next year's projects from the ten year plan are earmarked in the budget for the following year.
10. To report to the Board monthly and annually as required

Trustee Portfolio

Health and Safety



Key Tasks:

1. To ensure that policies and procedures relating to NAG 5, Health and Safety are implemented and reviewed according to the self-review schedule.
2. To become familiar with health and safety legislation.
3. To liaise with the Staff Representative over issues of health and safety with respect of students and staff.

Trustee Portfolio

Grounds and Property



Key Tasks:

1. To ensure that NAG 4 policies and procedures, relating to grounds and property are implemented.
2. To ensure that policies and procedures related to this portfolio are reviewed in accordance with the self-review timetable.
3. To consult regularly with the Principal and Caretaker over grounds upkeep and minor building maintenance.
4. To ensure a monthly check of buildings and grounds occurs.
5. To liaise with the Principal in carrying out work approved by the Board.
6. To liaise with Ministry of Education and any Property Managers for projects.
7. To be part of a subcommittee to prioritise annual property development and ensure the development and implementation of this aspect of the operational plan.
8. To develop and annually review the ten year property plan.
9. To ensure risks and hazards are identified, managed and report, including ensuring that electrical, fire and security checks are being completed.
10. To regularly report to the Board.

Trustee Portfolio

Personnel



Key Tasks:

1. To ensure personnel policies and procedures are developed and implemented.
2. To ensure policies and procedures are reviewed according to the self-review plan.
3. To be well informed on a range of industrial and personnel issues.
4. To ensure the Board of Trustees is a good employer.
5. To keep the Board of Trustees informed of all important personnel issues.
6. To ensure the development and implementation of the personnel aspects of the annual plan.
7. To ensure the annual EEO programme is written, implemented and reported on.

Trustee Portfolio

Staff Representative



Key Tasks:

1. To report on staff views and concerns to the Board of Trustees
2. To report to staff on Board of Trustees' meetings.
3. To represent the interests of staff in Board of Trustees' discussions.
4. To ensure employment awards and EEO are being met and respected.
5. To ensure staff are 'aware' of policies being developed and/or reviewed.
6. To be familiar with legislation which is relevant to health and safety of students and staff.
7. To liaise with all portfolio holders over relevant issues.
8. To ensure NAG 5 policies and procedures related to emotional health and safety of students and staff are implemented and reviewed.
9. To report to the Board on any matters relating to student welfare, health and safety.
10. To assist the Board Chairperson with the collection of data for Principal appraisal.

