

# Stratford Primary School: Policies

## **PRESIDING MEMBER ROLE DESCRIPTION POLICY (FORMALLY THE BOARD CHAIR)**

### **Outcome statement**

The Board is effectively led.

### **Scoping**

The Presiding Member chairs Board meetings. They ensure that each Board Member has a full and fair opportunity to be heard and understood by the other Members of the Board. The Presiding Member ensures that any Board decision reached is in the best interest of the school, its students and staff.

The Presiding Member:

- Is the leader of the Board and works on behalf of the Board with the Principal on a day-to-day basis.
- Establishes and nurtures a positive professional working relationship with the Principal.
- Represents the Board to the broader community and works in partnership with the Principal to safeguard the integrity of the Board's processes.
- Often represents the Board to the school and wider community and agencies such as the Ministry of Education and the Education Review Office and carries a responsibility to safeguard the integrity of the Board.
- Has the casting vote on all Board decisions when consensus cannot be reached by the Board.

### **Delegations**

The Board delegates management of the relationship between the Board and the Principal to the Presiding Member.

- [Principals Performance Management Policy](#)

### **Expectations and limitations**

The Presiding Member:

- Is appointed by election at the first Board meeting of the year except in a triennial Board election year where it shall be at the first meeting of the Board held after the election\*.
- Acts within Board policy and delegations at all times and not independently of the Board.
- Works with the Board to develop a cohesive and effective team.
- Welcomes new Board Members, ensures that disclosure of any conflicts of interest is made and the code of conduct is understood (and signed) and leads new member induction.
- Assists Board Members' understanding of their role, responsibilities and accountability, including the need to comply with the Board Code of Conduct Policy.
- Ensures the work of the Board is completed.

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- Sets the Board's meeting agenda with the support of the Principal, and ensures that all Board Members have the required information for informed discussion of the agenda items.
  - Ensures the meeting agenda content is only about those issues that, according to Board policy, clearly belong to the Board to decide.
  - Effectively organises and presides over Board meetings, ensuring that such meetings are conducted in accordance with the Education & Training Act 2020, the Education (School Boards) Regulations 2020, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any Board policies and protocols\*.
  - Ensures interactive participation by all Board Members.
  - Represents the Board to external parties as an official spokesperson for the school except for those matters where this has been delegated to another person.
  - Is the official signatory for the Board, including for annual accounts\*.
  - Is responsible for promoting effective communication between the Board and wider community, including communicating appropriate Board decisions.
  - Establishes and maintains a productive working relationship with the Principal.
  - Ensures the Principal's performance agreement and review are completed on an annual basis.
  - Ensures concerns and complaints are dealt with at the appropriate level, according to the school's concerns and complaints procedures.
  - Ensures any potential or real risk to the school or its name is communicated to the Board. This includes any concern or complaint.
- Note: \* Legislative requirement

## Procedures/supporting documentation:

1. [Board: Code of Behaviour Policy](#)
2. [Conflict of Interest Policy](#)

## Monitoring

Reviewed when a new Presiding Member is appointed and/or before Board Election.

## Legislative compliance

- [Education & Training Act 2020](#)
- [Education \(School Boards\) Regulations 2020](#)
- [Local Government Official Information and Meetings Act 1987](#)
- [Official Information Act 1982](#)
- [Privacy Act 2020](#)