

Ratified by B.O.T. **Date: 8 April 2018**

Review Date: August 2020

Signed by Chairman:

**POLICY TITLE: Board of Trustees Guidelines
 & Self Review Policy**

POLICY NUMBER: 26 NAG'S REF: 6, 2 (ii)

PURPOSE:

To ensure that the special character, mission and vision statements of the school are secured through the management responsibilities of the board. To maintain communication with the Trust Board and ensure that the requirements of the Ministry of Education are reflected in it's key management areas.

GUIDELINES:

The Board of Trustees governs the school in accordance with the Lake Taupo Christian School Trust Deed. The major functions of the Board are:

- a Spiritual oversight of the school;
 - b Set policy and key objectives;
 - c Approve significant forward plans;
 - d Monitor progress of approved plans;
 - e Monitor performance standards against policy.
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- 1 Board members are elected for a three year term in accordance with MOE policy.
 - 2 The number of Board members will be in accord with current legal obligations. Provision for up to three Trust Board members will be provided.
 - 3 The Board of Trustees assumes a governance role, leaving the pro-active day-to-day planning and management to the Principal and staff.
 - 4 The Board of Trustees will consult parents, by surveys and if necessary meetings, on issues deemed by the Board to require the school family input and consensus.
 - 5 Meetings of the Board of Trustees are to be advertised, one week preceding each meeting.
 - 6 The usual means of communication to parents will be through school newsletters.
 - 7 The Board of Trustees will report annually, at the specified time, giving details of financial audits, school development and reports by Chairperson and Principal. Families will be notified of the AGM date through school newsletters.
 - 8 Trustees will abide by the Trust Deed.

- 9 Board responsibilities will be divided into Management portfolios consisting of: Chairman, Treasurer, Secretary, Strategic planning portfolio. Student portfolio, Equal Employment coordinator. Refer: [29 BOT Management Portfolios.doc](#)

SELF REVIEW PROGRAMME

In accordance with National Education Guidelines 2 (ii) and the Performance Management policy 28 (PMS) the Board will maintain an on-going programme of self-review. This review programme will include the key management areas of:

- 1 Curriculum (Nag 1)
- 2 Self Review (Nag 2)
- 3 School Policies (Nag 3)
- 4 Property (Nag 4)
- 5 Health & Safety (Nag 5)
- 6 Finance (Nag 4)
- 7 Equal Opportunities documents
- 8 Strategic & Annual management plans
- 9 Student Rep Report
- 10 Principals Performance Agreement:
 - a Professional Development (report)
 - b Teacher Appraisal (report)
 - c Student Appraisal (report)
 - d Curriculum development (report)
 - e Principal Appraisal (reports)
 - f Attestation (report)
 - g Parent reporting (report)

LINKS

PMS Policy 28
PMS Policy 29