



Meetings will be run in accordance with the Meeting Process Policy.

General Procedure

- Meetings are held as per the Annual Work Plan with dates confirmed each November for the following year.
- It is expected that all meetings will begin with prayer, which may include a reflection. Meetings will also end with prayer.
- The quorum shall be more than half the members of the board currently holding office.
- Only apologies received from those who cannot be present must be recorded. Trustees who miss three consecutive meetings without the prior leave of the board cease to be members. An apology does not meet the requirement of prior leave. To obtain prior leave a trustee must request leave from the board at a board meeting and the board must make a decision.
- The chair shall be elected at the first meeting of the year except in the general election year where it will be at the first meeting of the newly elected board.
- The chair may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.
- Any trustees with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate. A pecuniary interest arises when a trustee may be financially advantaged or disadvantaged as a result of decisions made by the board. E.g. Contracts, pay and conditions etc. A conflict of interest is when an individual trustee could have, or could be thought to have, a personal stake in matters to be considered by the board.
- Only trustees have automatic speaking rights.
- The board delegates [and minutes] powers under Sections 15 and 17 of Education Act to the Disciplinary Committee.
- The board delegates [and minutes] authority to the deputy principal in the times of absence of the principal.
- The amount the chair and other board members are paid for attendance at board meetings is set by the board. Currently the chair receives \$75.00 per board meeting and board members receive \$55.00 per board meeting. There is no payment for committee or working party meetings.
- No payment will normally be made for special meetings.
- Additional formal meetings (special meetings) may be convened from time to time as required at the request of and with the agreement of a majority of Board members.

Notice of Meetings to Board Members

- The Board secretary may issue a notice of meeting to each Board member at least 10 days before each meeting.
- Board members are to advise the Chair of any items for the agenda no later than 7 days prior to the date of the Board meeting.
- Board members are to provide any reports to the Board Secretary no later than 6 days prior to the date of the Board meeting.
- The Chairperson may defer any items not notified 7 days prior to the meeting to the next month's meeting.
- The Board Secretary in conjunction with the Board Chair will issue an agenda and set of reports and list of incoming and outgoing correspondence (Board papers) to each Board member no later than 5 days prior to the date of the Board meeting.

Notice of Meetings to Community

- Immediately following the last Board meeting of the year the community will be notified through the College newsletter of the dates of the meetings for the next year.
- In addition the time, date and place of the next meeting will be published in the College newsletter and on the school website.



Public Participation

- The board meeting is a meeting held in public, rather than a public meeting.
- Members of the public in accordance with the Local Government Official Information and Meetings Act 1987 may attend meetings of the Board.
- Members of the public by resolution of the Board may be given speaking rights. Normally the public will be given an opportunity to speak at the end of the meeting unless they have prior to the meeting notified the Chair that they wish to speak on a specific item. In such a case the member of the public may be invited to speak when the item in question is being discussed by the Board.
- To the greatest extent possible members of the public should be encouraged to advise the Chairperson of the Board no later than 5 days prior to the Board meeting of any issues they may wish to bring to the attention of the Board and/or speak to.

Minutes

- The Principal is to ensure that secretarial services are provided to the board.
- Board minutes will be taken for all formal meetings by a non trustee paid on a commercial basis on contract.
- The minutes are to clearly show resolutions and action points and who is to complete the action.
- A draft set of minutes is to be completed and sent to the chair for approval within 5 working days of the board meeting before being distributed to trustees within 7 working days of the meeting.

Motions/amendments

- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the chair and are then open for discussion.
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.
- No further amendments may be accepted until the first one is disposed of.
- The mover of a motion has right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Tabling documents

- When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.

Correspondence

- The board should have access to all correspondence. Correspondence that requires the board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence will be listed and tabled so that trustees can read it if required.

Termination of debate

- All decisions are to be taken by open voting by all trustees present.

Lying on the table

- When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

Points of order

- Points of order are questions directed to the chair which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

Suspension of meeting procedures

- The board's normal meeting procedures may be suspended by resolution of the meeting.

Approved by Board on the 25th day of October 2016

Review schedule: Triennially

Last Reviewed: October 2016