



The Board is committed to effective and efficient meetings that are focused at a governance level and provide information the board needs to be assured that all policies, plans and processes are being implemented and progressing as planned. The special Catholic character of the school will be considered as a crucial part of each meeting process.

### *Meetings:*

1. Are based on a prepared annual agenda. The agenda preparation is the responsibility of the chair. A copy of the agenda of the open (public) session will be available to the public from the school office and also at the meeting.
2. Are held with the expectation that trustees have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour.
3. Have the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act. Decisions by the board are fully recorded but remain confidential. The board needs to:
  - make the reasons for excluding the public clear
  - reserve the right to include any non-board member it chooses
4. Can be held via audio, audio and visual, or electronic communication providing:
  - all trustees who wish to participate in the meeting have access to the technology needed to participate, and
  - a quorum of members can simultaneously communicate with each other throughout the meeting.
  - any decision made via electronic communication will be unanimous.

Approved by Board on the 25<sup>th</sup> day of October 2016