

16. Board Induction Policy

The Board is committed to ensuring the continuity of business and a smooth transition when new members join the board. Therefore,

1. New kaumātua, any new board members (including staff and student representatives) and tumuaki will be welcomed into Okohanga by way of pōwhiri for the first individual meeting engagement with the board.

Once this process has been completed, those who have been welcomed into Okohanga are free to enter whenever needed. *Please seek guidance from the Kaitiaki for further details on process and protocols.*

2. New board members will receive a welcome letter on their joining the Board which includes:
 - Where and when they can pick up their governance folder.
 - The suggested date of the induction.
 - The date of the next board meeting.
 - Presiding Member and Principal contact details.
3. New board members will be issued with a governance manual containing copies of the school's:
 - Charter/Strategic Plan.
 - Policies.
 - The current budget.
 - The last ERO report.
 - The last annual report.
 - The triennial review programme.
 - Any other relevant material.
4. The Presiding Member or delegate will meet with new board members to explain board policy and other material in the governance manual.
5. The Principal and Presiding Member or delegate, will brief all new members on the organisational structure of the school.
6. The principal will conduct a site visit of the school.
7. New board members are to be advised of the professional development that is available from NZSTA and other relevant providers.
8. After three months on the board, the effectiveness of the induction process is to be reviewed by the Presiding Member with the new members. The review will include the following aspects:
 - Did new members feel welcomed onto the board?
 - Did new members receive all necessary information in a timely manner?
 - Did new members find the induction with Principal and Presiding Member to be effective?
 - What improvements could be made to the induction programme?

Review schedule: June 2027