

## **18. Committee Policy**

The Board may set up committees/working parties to assist the Board to carry out its responsibilities and the due process associated with its responsibilities (e.g. staff appointments, finance, property, disciplinary).

Education Act 1989, Schedule 6 (17)

Schedule 6 (17) gives the Board the authority to delegate any of its powers to a special committee, except the power to borrow money. Refer to Schedule 6 (17) for further information.

Board committees:

1. Are to be used sparingly to preserve the Board functioning as a whole when other methods have been deemed inadequate.
2. Can consist of non-trustees. Committees must have a minimum number of 2 persons, at least one of whom must be a trustee.
3. May not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the principal or the chair.
4. Help the Board (not the staff) do its work.
5. Other than the Board discipline committee, committees must act through the Board and therefore can only recommend courses of action to the Board and have no authority to act without the delegated authority of the Board.
6. Assist the Board chiefly by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
7. Are to have terms of reference drawn up as required. It is suggested that these contain information about the following:
  - Purpose.
  - Committee members.
  - Delegated authority.

Review schedule: August 2023

## **Committee Terms of Reference**

### **18.1 Student Disciplinary Committee Terms of Reference**

Purpose: To ensure that all processes relating to the suspensions of students adhere to the requirements of Education Act 1989, Education Rules 1999 and Ministry of Education Guidelines.

Committee members: All members of the Board. The chair of the committee is the Board chair or in the chair's absence will be determined by the committee. The quorum for the committee shall be two trustees.

Delegated Authority: That the powers conferred on the Board under Schedule 6, clause 17 of The Education Act 1989 be delegated to the discipline committee of the Board of trustees. The committee will:

- Act in fairness, without bias or prejudice and with confidentiality.
- Act within legislation and the MOE guidelines.
- Act only on written and agreed information, not verbal hearsay.
- Use processes of natural justice in discipline hearing procedures.
- Make recommendations on discipline matters to the Board as necessary.

The Board will be kept informed of the number of stand-downs, suspensions, exclusions and expulsions at each Board meeting by the principal.

Review schedule: November 2024

## **18.2 Finance Committee Terms of Reference**

### **Responsibility of the Board**

The Board of trustees has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finance and budget to the principal.

The finance committee, as a committee of the Board, is responsible for providing guidance to the principal on financial matters.

**Purpose of the Finance Committee:** The finance committee is formed to provide guidance to the principal in the financial management of the school.

**Delegated Authority:** The finance committee is responsible to the Board for:

1. Recommending, in association with the principal, an annual operating and capital budget, including professional development budget allocation for the principal and the staff.
2. Determining the level of budgetary discretion available to the principal.
3. Monitoring and reporting on the annual budget via the principal.
4. Reviewing on behalf of the Board accounts passed for payment by the school. Advising on additional funding sources.
5. Assisting the principal to prepare a financial results report, where appropriate, which is to be provided to the Board by the principal at every Board meeting.
6. Recommending changes to financial policy.
7. Overseeing the preparation of the annual accounts for Board approval.
8. Assisting the principal in reporting financial performance to parents and the community.
9. Providing input into the school's strategic plan.
10. Preparing special reports for consideration by the Board.
11. Annually reviewing the school's risk management needs and insurance cover.
12. Assessing and making recommendations to the Board on requests for spending on individual items outside of budget.
13. The principal is responsible for financial reporting and demonstrating budget compliance. Where there is non-compliance, variances are to be reported to the Board, with recommendations on the actions required to meet compliance.

Review schedule: November 2024