



Part 1.11 – Governance Policies – Board Review of Governance

OTAHUHU INTERMEDIATE SCHOOL

II. BOARD REVIEW OF GOVERNANCE

Board Induction

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

1. New trustees will receive a welcome email on their joining the board which includes:
 - Where and when they can pick up device if required and access to all Board documentation
 - The suggested date of the induction
 - The date of the next board meeting
 - Chair and principal contact details

2. New trustees will be issued with a device if required and access to the school's:
 - The strategic plan and annual implementation plan
 - Policies
 - The current budget
 - The last ERO report
 - The last annual report
 - The triennial review programme
 - Any other relevant material (i.e board contacts, staff names, student numbers, ethnicity mix, student achievement, etc)

3. The chairperson or delegate will meet separately prior to the first meeting with new board members to explain board policy and other material in the governance manual.

4. The principal and chairperson or delegate, will brief all new members separately on the organisational structure of the school.

5. The principal will conduct a site visit of the school.

6. New board members are to be advised of the professional development that is available from Te Whakaroputanga (NZSBA) and other relevant providers.

7. After two meetings on the board, the effectiveness of the induction process is to be reviewed by the chairperson with the new members. The review will include the following aspects:
 - Did you feel welcomed onto the board?
Very welcome Welcome Not very welcome

Comment:

- Did you receive all necessary information in a timely manner?

Very timely Timely Not very timely

Comment:

- Did you find the induction with principal and board chair to be effective?

Very effective Effective Not very effective

Comment:

Please comment on how we could improve this induction process:

Trustee Review

Trustees will participate in the review of board governance policies as per the triennial review schedule.

Chairperson Review

The board chair's position will be reviewed annually in November under the direction of the Deputy Chair. The Chairperson's Role Policy will form the basis of this review and will be sent to all trustees. Once collated these results will be shared with the chair and recommendations included in the review report that is presented to the board.

Board Review

The performance of the board is measured by the outcomes from;

- the annual report
- the triennial review programme
- the ERO report
- any other means deemed appropriate by the board

REVIEW SCHEDULE: TRIENNIALLY

BOT MEETING REVIEWED: 24/09/2024

BOT MEETING APPROVED: 24/09/2024

Chris France
Presiding Member



Date:

6 Nov 2024

