



PRESIDING MEMBER (Chair) ROLE DESCRIPTION POLICY

Outcome statement

The board is effectively led.

Scoping

The presiding member presides over board meetings and ensures that each board member has a full and fair opportunity to be heard and understood by the other members of the board and that decisions that are for the common good of the school, its students and staff are reached.

The presiding member ensures that board governance of the school is guided by the principles of Catholic social teaching particularly the dignity of the human person, the common good.

The presiding member is the leader of the board and works on behalf of the board with the principal on a day-to day basis.

The presiding member establishes and nurtures a positive professional working relationship with the principal.

The presiding member represents the board to the broader community and works in partnership with the principal to promote the Catholic special character of the school and to safeguard the integrity of the board's processes.

The presiding member often represents the board to the school and wider community and agencies such as the proprietor and/or their agent, Ministry of Education and the Education Review Office and carries a responsibility to safeguard the integrity of the board.

Delegations

The board delegates management of the relationship between the board and the principal to the presiding member.

Board to enter any other delegations to the presiding member.

Expectations and limitations

The presiding member:

- is appointed by election at the first board meeting of the year except in a triennial board election year where it shall be at the first meeting of the board held after the election*
- acts within board policy and delegations at all times and not independently of the board
- works with the board to develop a cohesive and effective team where each person is respected and valued for their contribution to the work of the board
- develops a personal understanding of the nature and goals of Catholic education and Religious Education
- ensures that when they represent the board, they reflect the Catholic dimension of the school
- welcomes new board members,
 - ensuring that disclosure of any conflicts of interest is made,
 - ensuring the Code of Ethics for Staff and Boards of New Zealand Catholic Schools (NZCEO, 2014) and the board's Code of Conduct are understood (and signed),
 - and leads their induction

- assists board members' understanding of their role, responsibilities, and accountability, including the need to comply with the Code of Ethics for Staff and Boards of New Zealand Catholic Schools and the board code of conduct policy
- works with the proprietor's appointees to ensure good communication with the proprietor
- ensures the work of the board is completed
- sets the board's meeting agenda, and ensures that all board members have the required information for informed discussion of the agenda items
- ensures the meeting agenda content is only about those issues that, according to board policy, clearly belong to the board to decide
- effectively organises and presides over board meetings, ensuring that such meetings are conducted in accordance with the Education & Training Act 2020, the Education (School Boards) Regulations 2020, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any board policies and protocols*
- ensures interactive participation by all board members
- represents the board to external parties as an official spokesperson for the school, except for those matters where this has been delegated to another person
- is the official signatory for the board, including for annual accounts*
- is responsible for promoting effective communication between the board and wider community, including communicating appropriate board decisions
- establishes and maintains a productive working relationship with the principal and the proprietor and/or their agent
- ensures the principal's performance agreement and review is completed on an annual basis
- ensures concerns and complaints are dealt with at the appropriate level, according to the school's concerns and complaints procedures
- ensures any potential or real risk to the school or its name is communicated to the board. This includes any concern or complaint.

Procedures/supporting documentation

Governance policies and protocols

Board code of conduct

School delegations list

[*Code of Ethics for Staff and Boards of New Zealand Catholic Schools*](#)

[*Principles of Catholic Social Teaching*](#)

[*Catholic Education of School Age Children \(NZCBC, 2014\)*](#)

[*He Arotake Whanaketanga mō te Mātauranga Ahurea Katorika-Te Ture Tāuke mō ngā Kura Katorika: Catholic Special Character Evaluation for Development Catholic State Integrated Schools Aotearoa New Zealand*](#)

[*The Declaration of the Proprietors of Catholic Schools in Aotearoa New Zealand on the Essential Characteristics of Authentic Catholic Education*](#)

[*Handbook for Certification in Catholic Special Character and Religious Education for Staff and Boards of Trustees in Catholic Schools in Aotearoa New Zealand \(National Centre for Religious Studies, 2014\)*](#)

Monitoring


Legislative compliance

[*Education & Training Act 2020*](#)

[*Education \(School boards\) Regulations 2020*](#)

[Local Government Official Information and Meetings Act 1987](#)
[Official Information Act 1982](#)
[Privacy Act 2020](#)

Reviewed: March 2024	Next Reviewed: March 2027
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Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wednesday 27 March 2024
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