



PROPRIETOR'S APPOINTEE'S ROLE DESCRIPTION POLICY

Outcome statement

The interests of the proprietor within the school are protected and enhanced.

Scoping

A proprietor's appointee is appointed by the proprietor and is a full member of the board, with all the rights and obligations of other board members.

The proprietor's appointee also has some special responsibilities that derive from the fundamental characteristics of Catholic schools as described in Canon Law and safeguarded by Schedule 6: Education and Training Act 2020.

Expectations and limitations

The Proprietor's Appointee:

- acts within board policy and delegations at all times and not independently of the board
- is aware of the board's legal obligations under Schedule 6: Education and Training Act, and requirements of the proprietor
- participates fully in board activities, contributing to discussion and decision making for the common good of the school community
- works with the board to ensure Catholic special character is safeguarded and strengthened and that the school fulfils the primary objective of forming Christ in the lives of the community
- develops a personal understanding of the nature and goals of Catholic education and Religious Education
- abides by the *Code of Ethics for Staff and Boards of New Zealand Catholic Schools (NZCEO, 2014)* and the board's Code of Conduct and is sensitive to matters of equity and justice
- works with the principal and presiding member to ensure a good relationship and regular communication with the proprietor
- keep the proprietor informed on matters pertaining to Catholic special character
- refers to the proprietor (or their agent) any concerns on board actions that might be detrimental to the Catholic special character of the school, so that the proprietor's comments, advice or determination can be conveyed to the board
- refers immediately to the proprietor (or their agent) a situation where the Catholic special character, educational or financial wellbeing of the school or wellbeing of the students may be at risk
- protects the proprietor's assets by ensuring the property of the school is kept in good order and repair and safe for all who work there or visit the school premises
- ensures that the proportion of the operations grant that is intended to cover the repair and maintenance of buildings is used for this purpose
- assists board members' understanding of their role, responsibilities, and accountability, in light of Catholic special character
- with the board, ensures there is at least one proprietor's appointee on any committee delegated the power to appoint all teachers or to recommend the appointment of a teacher (including the principal and Director of Religious Studies)
- is conscious of the close relationship that needs to exist between the school and the parish/es Church community, and assist in fostering that relationship
- attends regular professional learning and formation related to their role as a proprietor's appointee
- at the time of resignation from the board, informs the proprietor then the board presiding member

Procedures/supporting documentation

Governance policies and protocols

School delegations list

Board code of conduct and the [Code of Ethics for Staff and Boards of New Zealand Catholic Schools Catholic Education of School Age Children \(NZCBC, 2014\)](#)

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

[The Religious Education Bridging Document for Catholic Schools teaching Year 1-8 Children in Aotearoa New Zealand \(NCRS, 2018\)](#)

[The Secondary Religious Education Bridging Document: A Focus and Discussion Document for Catholic Schools Teaching Young People in Aotearoa New Zealand \(NCRS, 2018\)](#)

[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](#)

[Handbook for Certification in Catholic Special Character and Religious Education for Staff and Boards of Trustees in Catholic Schools in Aotearoa New Zealand](#)

Monitoring

Board to enter own monitoring and reporting procedures.

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