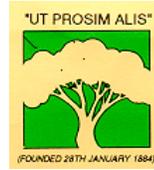


Kilbirnie School

Board Terms of Reference



Authority:

The Board is constituted under the 1989 Education Act. Each member represents the interest of parents and caregivers, as well as the wider community. The Board is responsible for ensuring that the school is soundly managed in accordance with legal requirements, the Mission Statement, the school Charter, and the school policies.

Governance:

The overall role of the Board is Governance, as distinct from management. Governance describes an overview approach, providing the structure, through policies by which the school is managed. The Board is therefore responsible for the making, monitoring, evaluation and review of school policies.

Outcomes are measure against the school's policies and priorities. Governance requires an objective "hands off" approach.

By contrast, the management of the school is "hands on", and is the responsibility of the principal and professional staff of the school. Management is the day to day running of the school, its programmes and curriculum.

Membership:

Membership must reflect the community, having special regard to balance of gender, ethnicity and cultural values.

Five elected members are generally chosen, as well as up to four co-opted members. When considering co-option and/or replacement of members, the Board should consider the skills and experience of existing members, seeking to enhance the range of knowledge, skills, and expertise available.

The Principal, and an elected Staff Representative, are also full members of the Board.

Time Commitment:

The Board meets monthly, except in January. Members are expected to attend regularly and be available to participate in a negotiated number of committees or working parties. All committees will have written terms of reference.

Term of Office:

Board members are elected to serve a three-year period in office. Co-opted members may serve for a stipulated shorter period.

The term of elected, appointed or co-opted members terminates at the Annual Meeting following the triennial elections. Regulatory procedures determine the process of filling vacancies, which may arise.

Responsibility:

The Board recognizes the following broad areas of responsibility

Policy: members may be required to

- ✚ participate in working groups to prepare, evaluate and monitor policies
- ✚ review by-laws and procedures
- ✚ participate on working parties to establish programmes and make recommendations about these to the Board

Programmes – members may be required to :

- ✚ participate with staff to review or evaluate programmes
- ✚ participate on working parties to establish programmes and make recommendations about these to the Board

Personnel – members may be required to:

- ✚ act as the appointments committee for the recruitment, selection and appointment of the school principal
- ✚ prepare, evaluate and monitor all aspects of personnel policy
- ✚ participate on an appointments committee for selection of school teaching staff

Financial – members may be required to:

- ✚ participate on the committee established to review financial policies and the annual budget, or to identify areas for financial planning or development
- ✚ participate in regular review of expenditure and revenue against budget

Property – members may be required to:

- ✚ liaise with the Ministry of Education on the implementation of the deferred works programme and any capital works programme
- ✚ assist in specific tasks relating to the school resources and environment

Communication and Advocacy – members may be required to:

- ✚ communicate with the parents/caregivers of the school and the wider community
- ✚ participate in consultations and public meetings to discuss the schools' direction and achievements
- ✚ support the school by representing it in public and political forums, and in the community

Reporting – members may be required to:

- ✚ assist in preparing the Annual Report
- ✚ assist in organising and conducting the Annual Meeting
- ✚ participate in the formal process of review by the Education Review Office
- ✚ assist in reporting regularly to the community

Evaluation:

The Board will undertake a review of its activities and goals on an annual basis, covering the achievements of the school and the achievements of the Board during the preceding year.

Annual planning and goal setting will be incorporated into a regular board meeting.

Adopted 11 June 1992