

NAG 6—General Legislation

Board Meeting Policy

Rationale

The Board of Trustees is responsible for the governance of the school and undertakes this role through regular Board meetings, which are open to the public.

Purpose

To provide clear guidelines for the effective running of Board meetings and to ensure the school community is able to take an active interest in the governance of the school.

Guidelines

- a) Board meeting dates and locations are confirmed annually and published on the school website.
- b) Board meetings may be held at any of the school unit sites, or online.
- c) Board meetings will follow an agenda, available at least two days before the meeting.
- d) A Quorum is more than half of the current Board of Trustee members.

During the meeting

- decisions are made through motions, which are moved, seconded, debated, and put to the vote.
- motions are moved by the person proposing them and seconded by another Board member (Motions put by the Chair do not require seconding).
- motions deal with a single matter and debate will be limited to that matter.
- speakers will be allowed to speak once on a subject under debate. The Chair may refuse to allow a trustee to speak again until everyone has had a chance to speak.
- a trustee may raise a point of order at any time. After the point has been stated, the Chair issues a ruling which is final unless challenged at the time.
- motions may be amended, but only one amendment will be considered at a time.
- votes on amendments will be taken before the motion is further considered.
- if the amendment is agreed to it becomes part of the motion.
- after motions have been passed or rejected, no further discussion on the same issue will be allowed at the same meeting, other than a motion to reconsider.
- all decisions of the Board are made by a simple majority, either by voices, a show of hands, a secret ballot, or if online by each member declaring their vote.
- the Chair has a casting vote in the case of a tie.

Meeting attendance

- meetings are open to the public but are not public meetings.
- the public may attend in person or online and a link can be provided by the school office.
- the Board may exclude the public and go into committee as per the Local Government Official Information and Meetings Act 1987. This shall be done by resolution and shall note the names of those permitted to remain at the meeting, after the public has been excluded due to their knowledge of the topic.
- The public, including school employees are:
 - entitled to attend the meeting and take notes.
 - not entitled to take part in the meeting by word or action, however the Board can resolve to grant speaking rights to non-Board members.
 - required to leave the meeting if the Chair believes, their behaviour is likely to prejudice the orderly conduct of the meeting.
 - may be removed by a constable at the request of the Chair if they are disruptive and do not comply with the Chair's instructions when an effort is being made to maintain order in the meeting room.
 - not entitled to communicate with Board members during the meeting unless the member leaves the meeting.
 - required to leave the meeting room when the meeting goes "in committee" and may return when the meeting comes "out of committee".

Adopted	March 2021
Chairperson	
Review date	March 2024