

General Legislation

Board Meeting Policy

Rationale

The Board is responsible for the school's governance 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 can take an active interest in the school's governance.

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 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 Presiding Member 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 Presiding Member may refuse to allow a Board Member to speak again until everyone has had a chance to speak.
- A Board Member may raise a point of order at any time. After the point has been stated, the Presiding Member 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 Presiding Member 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.
- At the discretion of the Principal, school employees can be invited or directed to attend Board meetings in person or online. School employees and members of the public will be seated apart from Board members.
- 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, and Board Members can ask a non-Board member to contribute to a topic under discussion.
 - 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 into public exclusion and may return when the meeting comes out of public exclusion.

Public exclusion

- The Board may exclude the public and go into public exclusion 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.

Removal from the meeting

- If, in the opinion of the Presiding Member, the behaviour of a person attending is likely to prejudice the orderly conduct of the meeting, that person:
 - may be required to leave the meeting.
 - may be removed by the police at the request of the Presiding Member if they are disruptive and do not comply with the Presiding Member's instructions when an effort is being made to maintain order in the meeting room.

Adopted _____ March 2024 _____

Presiding Member _____

Review date _____ March 2027 _____