

# Board of Trustees Code of Conduct

## *Rationale*

The Board ensures a Charter (Mission, Vision and Values statements, Strategic and Annual Plans) and policy framework are established to guide and direct the management of the school. The Board monitors the implementation of these through school self-review.

Trustees act in the best interests of the school through the governance role of the Board. The following key responsibilities define the expectations of a member of this Board.

## **As a member of the Board of Trustees of Maungaraki School:**

1. I will ensure that the needs of all the students at Maungaraki School and their achievement are paramount.
2. I will abide by the collective decisions of the board and not act independently of, or against, these.
3. I will respect the confidentiality of papers and information, including those in relation to the board's role as employer.
4. I will make every effort to attend Board of Trustees meetings (regular and special) and read agenda papers and reports beforehand.  

If I am unable to attend a meeting I will contact the chairperson, principal, or secretary beforehand to tender my apology, and familiarise myself with what occurred.
5. I will contribute my thoughts and ideas and listen to and respect those expressed by other board members.
6. I will make every effort to discuss significantly contentious issues with the chairperson before raising them at meetings.
7. I will take on a "portfolio" and undertake to find out more about my area of responsibility in an effort to ensure it operates effectively.
8. I will make every effort to participate in any professional development programme agreed to by the board.
9. I will undertake an annual self-evaluation and seek feedback from other board members to consider ways in which I have contributed to the effectiveness of the board, and things I might do to increase my effectiveness.
10. I will declare any conflicts of interest.
11. I will respect the integrity of the principal and staff. I understand my responsibilities as a good employer.
12. I will be encouraging and respectful of others contributing their views and opinions and will act in a respectful manner at all times, including during robust debate. I will respect the right for any member to declare their discomfort at any time during discussions.

**Approved:** September 2018

**Review:** September 2021