

Board Task Checklist

Term 1

The tasks below are common to most boards in Term 1.

Each board will have their own workplan which may include additional tasks based on their own operating cycle e.g., policy reviews, community consultation, communications etc. - these should continue in conjunction with the below.

Task	Click on the blue links to:
<p>Appoint the Presiding Member (Board Chair)</p> <p>At the first board meeting of the year, the board needs to appoint a member to preside over the board for the next 12 months.</p> <p>It is important that the board appoints someone with the right skills, attitudes, and leadership qualities – this is the key to effective board governance!</p> <p>Remember that the presiding member guides the board with guidance from the board.</p>	<p>Find out more about what the presiding member does and the appointment process.</p> <p>The role of the presiding member Appointing a presiding member (chair)</p>
	<p>Review and provide feedback on the performance of the presiding member.</p> <p>Board presiding member (chair) review template</p>
	<p>Set clear expectations, roles, and responsibilities.</p> <p>Presiding member (chair) role description policy Relationship presiding member and principal policy</p>
	<p>Enrol in a Leading an Effective Board workshop.</p> <p>Find one in your area or online</p>
	<p>Contact us to sign-up up for our one-to-one mentoring service (available to all our presiding members).</p> <p>govadvice@nzsta.org.nz or 0800 782 435 (option 1)</p>
<p>Review your board member register</p> <p>It is important to keep accurate records of who is currently in office on your board, the position they hold and when their term ends.</p> <p>This should be updated when there is any change to board membership (including presiding member changes) and reviewed annually as part of succession planning.</p>	<p>Record the details of your board.</p> <p>Board member register</p>
	<p>Advise the Ministry of Education (MOE) and NZSTA of any changes.</p> <p>Appendix 2</p>
	<p>Check that the information we hold about your board is up to date.</p> <p>govadvice@nzsta.org.nz</p>
<p>Review your board delegations</p> <p>A board has the ability to delegate some of its powers and functions to other people and/or committees.</p> <p>Delegations can only be given by way of board resolution and by written notice to the person or persons concerned detailing the nature of the delegation.</p> <p>It is important that boards keep a current delegation list to capture details of who can do what.</p>	<p>Find out more about.</p> <p>School delegations</p>
	<p>Establish a policy that suits your board.</p> <p>Delegations and committee principles policy</p>
	<p>Record the details of any delegations the board has in place.</p> <p>School delegations list</p>

<p>Review your conflicts of interest</p> <p>The board must effectively manage actual, potential, and perceived conflicts of interest to ensure the integrity of board decisions and reputation of board members.</p> <p>This should be reviewed regularly and updated whenever a board member's circumstances change, or a new member joins the board.</p>	<p>Establish a policy that suits your board.</p> <p>Conflict of interest policy</p>
<p>Review your board code of conduct</p> <p>A Code of Conduct is a set of principles and expectations that are considered binding on any person who is a member of a group.</p> <p>It is important for boards to regularly revisit their policy to ensure all members are clear about responsibilities, accountabilities, and expectations.</p> <p>Many boards get their members to sign the board code of conduct once a year.</p>	<p>Establish a policy that suits your board.</p> <p>Board code of conduct policy</p>
<p>Review your board workplan</p> <p>Planning out the work of the board not only keeps things on track but is also an important part of succession planning!</p>	<p>Create workplans to suit your board.</p> <p>Board workplan</p> <p>Triennial review programme</p>
<p>Approve and submit your Charter/Strategic Plan and Analysis of Variance (AoV) to the MOE</p> <p>The board's number one policy! The board needs to confirm and approve your 3-year charter/strategic plan, annual implementation plan and AoV and submit to the Ministry of Education (MOE) by 1 March.</p>	<p>Find out more about.</p> <p>Schools' planning and reporting</p> <hr/> <p>We are running our Strategic planning and review workshops in Term 3 – we will let you know when the dates are confirmed. Need help before then? Contact us to arrange a be-spoke session for your board.</p> <p>govadvice@nzsta.org.nz or 0800 782 435 (option 1)</p>
<p>Approve Principal Performance Agreement</p> <p>A fair and transparent performance management process recognises the professionalism of the principal as the chief executive of the school and the accountabilities of the board. This should be in place as soon as possible in Term 1 every year.</p>	<p>Find out more about.</p> <p>Performance management</p> <hr/> <p>Establish a policy that suits your board.</p> <p>Principal performance management policy</p>
<p>Approve finance budget for the year</p> <p>By the end of January, the payroll end of year report and error schedules are available to schools.</p> <p>This will allow boards to finalise their budget for the upcoming year as soon as these are received.</p>	<p>Find out more about school finances and budgeting.</p> <p>Financial Information for Schools Handbook</p>
<p>Get your school's annual report (annual financial statement) audited</p> <p>Boards are required to have their annual statements audited every year.</p> <p>Your board must approve your draft annual report and send it to your auditor by 31 March.</p>	<p>Find out more about.</p> <p>Managing school finances</p> <p>We are running our Financial Governance workshops in Term 2 – we will let you know when the dates are confirmed.</p>