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## **ROLES & RESPONSIBILITIES OF BOT POLICY**

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**RESPONSIBLE FOR REVIEW:** Board of Trustees

**DEPARTMENT RESPONSIBLE:** Board of Trustees

**DATE LAST REVIEWED:** August 2016

**NEXT REVIEW:** August 2019

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In accordance with the Education Act 1989, Section 75 the Board has overall responsibility for the school performance.

The Board will govern emphasizing outward vision, encouragement of diversity in viewpoints, informed leadership rather than administrative detail, clear distinction of Board and Principal roles, collective rather than individual decisions, strategic planning, and pro-active leadership.

1. The Board will hold itself accountable to govern with excellence. Continual Board development will include orientation of new Board members in the Board's governance process and an annual Board discussion and evaluation of processes to assure continued improvement.
2. The Board will cultivate a sense of group responsibility. The Board will use the expertise of individual members to enhance the ability of the Board as a body, but will not substitute individual value judgments for the Board's collective values.
3. The Board will work with the Principal and liaise with the staff, students and wider community, to agree on a charter and set the strategic direction of the college through the development of a strategic plan.
4. The Board with the knowledge of the charter and the strategic plan will work with the Principal and liaise when relevant with the staff, students and wider community to lead Otumoetai College through the careful establishment of broad written policies which reflect the values and perspectives of the New Zealand Curriculum and the best interests of the community. The day to day management of these policies will be delegated to the Principal.
5. The Board will review and approve the annual goals developed in relation to the strategic plan.
6. The Principal will present an annual report to the Board at an agreed date in the year which will summarise progress or otherwise to the stated annual goals, for the 12 month period.

7. The Board will require of management regular, relevant and clear evidence in relation to its' charter and strategic plan so it can monitor and evaluate progress, recognise achievements and identify priorities for setting strategic goals and plans (see separate reporting policy).
8. The Board has the responsibility of appointing a Principal and in so doing conforming to relevant collective employment agreements.
9. The Board is responsible for conducting an annual appraisal of the Principal's performance against agreed criteria.
10. The Board is the occupier and administrator of the Crown's property for school use and is therefore accountable for the management and maintenance of the school and all associated properties. The Board will maintain an asset register and plan long term for development.
11. The Board will aim to build a broad base of community support with a diverse cross section of the community.

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***Signature (BOT Chairperson)***

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***Date Ratified***