

POLICY

BOARD OF TRUSTEES MEETING PROCEDURE

RATIONALE

An organised procedure ensures efficient and effective meetings.

PURPOSE

1. To allow B.O.T. meetings to deal efficiently with all matters raised, making informed decisions.
2. To have procedures in place that allow B.O.T. members time to prepare reports before meetings.
3. To set meeting procedures that ensure all matters are discussed as required, and ensure that matters discussed 'in committee' are kept confidential.
4. To have a public forum time prior to meetings.

PROCEDURES

A. Prior to Monthly Meeting

- i. Principal emails to Trustees: Principal's Report and Correspondence Report and any relevant committee reports. School Secretary emails the Financial Report.
- ii. Committee Meetings are arranged by the Convenor of each committee as required. These meetings are to action previous decisions, or plan draft developments for reports to the monthly meeting.
 - a) Committees Finance - Convenor Treasurer - Toni
 - b) Property - Jason
 - c) Personnel - Pauline
 - d) Policy - Pauline
 - e) Transport - Barrie

The Principal and Chairperson are members of all committees.

- iii. An Agenda is published in the school newsletter on the Thursday prior to the meeting and emailed to Trustees.
- iv. Items for Public Forum must be submitted to the Secretary or Chairperson seven days before the meeting day. Public forum time is limited to 30 minutes duration.

A. Meeting Procedures:

1. Welcome and Apologies
2. Public Forum
3. Minutes - matters arising, additions to agenda
4. Correspondence Report
5. Financial Report
6. Principal's report
7. Committee reports
8. General Business (Items as received)
9. Closure - date of next meeting confirmed.

Notes for the above

- Committee reports to be in writing.
- Written reports are not to be read.
- **Reports with no recommendation** are received following clarification and necessary discussion.
- **Reports with recommendations** have these put to the meeting. Following discussion these are amended, approved or refused.
- BOT members must read all reports prior to the next meeting.
- **'In Committee'** minutes are kept in a sealed envelope and attached to the minutes file.
- Meeting duration will vary each month, but not exceed three hours.
- Meetings will begin promptly at 5.00 pm or at the time stated.
- Confidentiality has to be respected prior to and after each and every meeting, by all members of the Board of Trustees.

Formulated: September 1992

Reviewed: June 2011

Next Review: May 2013