



ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

BOARD OPERATION AND PROCEDURES

PART A: TRUSTEES' CODE OF CONDUCT

The Board is committed to ethical conduct in all areas of its responsibilities and authority.

We act and behave in a manner that demonstrates and promotes these common objectives.

1. I actively support and uphold the Catholic special character and Jesuit charism of the school	I work to safeguard and strengthen the Catholic special character and Jesuit charism of the school by committing to the principles, ethos, and delivery of authentic Catholic education.
2. I act with integrity	I act in an ethical and just manner with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy.
3. I am culturally responsive and fair	I do not act or advocate in a way that discriminates against, or act in a way that unjustifiably favours, individuals, groups, identities, or interests.
4. I actively promote a safe school environment	I speak up when I see unethical behaviour. I treat all concerns raised seriously. I encourage an open culture where all staff, communities and students feel safe speaking up.
5. I am respectful of my fellow board members and act consistently with the Catholic special character and Jesuit charism of my school	I follow the board's policies and procedures. I work with my fellow board members in a respectful way, even when we disagree. I act consistently with the expectations and Gospel values of the school's Catholic special character and Jesuit charism.
6. I respect the process of collective decision making	I recognise that only a member authorised by the board to do so can speak on behalf of the board. I do not act independently of the board's decisions
7. I treat school staff, student and members of the school community with respect and dignity	I treat the principal, staff, students, and school volunteers, and members of the school community with courtesy and respect, honouring the human dignity of each person.
8. I take responsibility for ongoing development in my role	I make myself available to undertake appropriate professional development and formation, including a focus on Te Tiriti o Waitangi, Catholic special character, and governance.
9. I engage with our community in sensitive and appropriate ways	I work with my fellow board members to authentically engage and build relationships with all people in our school

	community, including whānau, local Māori communities, iwi and hapū, parishes, fairly, impartially, promptly, and sensitively to help inform the decisions we make. I am committed to serving all members of our school, co-operating in building our Catholic educational community.
10. I speak up for all students	I put students' wellbeing, progress, faith development, and achievement first and foremost, unaffected by my personal beliefs or interests.
11. I come prepared	I come to board meetings prepared to fully participate in decision making.
12. I use my position responsibly I maintain confidentiality when I receive non-public information gained in the course of my duties and use it only for its intended purpose.	I publicly represent the school in a positive manner and do not publicly disclose information that may be harmful to the school. I do not pursue my own interests at the expense of the school or the community's interests.
13. I do not seek gifts or favours	I follow our board policy procedures in relation to any offers of gifts or hospitality. I never seek gifts, hospitality or favours for myself, members of my family or other close associates.
14. I am politically impartial in my role as a board member	I do not endorse or campaign for a political party or candidate in my capacity as a school board member.
15. I meet statutory and administrative guidelines	I act in accordance with all statutory, including Schedule 6, Education and Training Act 2020, and administrative requirements relevant to the role of the school board (including as an employer) and will seek guidance and support if and where required.
16. I identify and manage conflicts of interest I identify, disclose, manage, and regularly review all interests.	I become familiar with, and follow, all conflicts of interest requirements, including those of the board, the school, and all statutory requirements.
17. I support the authority and leadership of our Catholic Bishop of Auckland as our Proprietor and acknowledge our commitment as a Jesuit Companion school.	I support the authority, decisions, and leadership of our Proprietor the Catholic Bishop of Auckland, and those persons delegated by the Bishop and/or who work to sustain and develop Catholic education. I acknowledge the requirements to be a Jesuit Companion school (MOU signed 28 Nov 2023)

PART B: MEETINGS

The Board is committed to effective and efficient meetings.

The Sixth Schedule of the Education Act 1989 and Part 7 of the Local Government Official Information and Meetings Act 1987 (LGOIMA) set out certain requirements for board meetings.

1. Appointment of Presiding Member – the Board will appoint a Presiding Member

(chairperson) at the Board's first meeting in any year, unless it is an election year, in which case it must be at the first meeting held after the election

2. Frequency of meetings – the Board aims to meet monthly on the first Tuesday of each month. The Board must meet no later than 3 months after its previous meeting
3. Time of meetings – meetings typically commence at 7.00 pm with a goal of completion by 9.00 pm.
4. Agenda / pack:
 - a. Board members are to notify the Presiding Member of any agenda items the week prior to the Board meeting and no later than the Monday of the week before the meeting. Late items will only be given consideration depending on the urgency of the matter and the length of the agenda.
 - b. The Presiding Member and his/her deputy will prepare the agenda and Board pack and circulate these at least a week prior to any meeting (e.g., typically on the Tuesday of the week prior to Tuesday evening meetings).
 - c. All reports are taken as read and any specific questions requiring further information and/or a detailed response are to be directed to the person responsible for the report before the meeting. Discussion related to reports tabled takes place at the meeting.
5. Minutes:
 - a. The Principal and or the Presiding Member are to ensure secretarial services are provided to the Board. If paid secretarial services are required, the Board will meet these costs.
 - b. The draft minutes are to clearly show resolutions and action points and who is to complete the action. The draft minutes will be distributed within 10 days of a meeting to the Presiding Member and/or their Deputy and the Principal.
 - c. In-committee minutes will be shared in hard copy at the next face to face meeting for viewing, amending and ratification. In committee minutes will be kept securely at this time. Once the school is functional, they will be kept e.g., in a locked cabinet in the Principal's office.
6. All board meetings begin and end with prayer.
7. Apologies / absences – trustees who miss three meetings in a year, without the Board's prior leave, may be removed from their trustee role. An apology is not prior leave. To obtain prior leave, the trustee must request leave from the Board at a meeting and the Board must make a decision on the request.
8. Quorum – more than half the trustees currently holding office but with a minimum of 2 of the 4 proprietor appointees to be present at the meeting.
9. Technology – meetings can be in person or by means of audio, audio and visual, or electronic communication provided that all trustees who wish to participate in the meeting have access to it and a quorum can simultaneously communicate with each other throughout the meeting.
10. Presiding Member's absence – the Presiding Member will preside if present. Otherwise, their Deputy or a trustee (not being the principal or a staff representative) appointed by the Board at the meeting shall preside
11. Motions/amendments –
 - a. All motions and amendments moved in debate must be seconded unless moved by

- the Presiding Member
- b. Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting
 - c. No further amendments may be accepted until the first one is disposed of
 - d. The mover of a motion has a right of reply
 - e. A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.
12. Majority decisions - every question before the Board will be put to an open vote and decided by a majority of the votes cast on it by trustees present.
13. Should a decision vote need to be made between meetings, they can be done electronically; however, to be passed all electronic resolutions must be unanimous. Such decisions must be minuted at the next Board meeting.
14. Casting vote – the chairperson has a casting vote, in addition to his/her deliberative vote
15. Conflict of interest – a trustee who has a pecuniary or any interest in any matter or any interest that may reasonably be regarded as likely to influence him/her is to be excluded from any part of the meeting and any decision relating to the matter
16. Public attending the meeting:
- a. The Board will communicate, typically in newsletters and on the school's website, the time and location of meetings [Local Government Official Information and Meetings Act 1987 No 174 \(as at 12 April 2022\), Public Act S46](#)
 - b. The Board meeting is a meeting held in public rather than being a public meeting. All meetings are open to the public. Only Trustees have automatic speaking rights. Public participation is at the discretion of the Board. Members of the public may be given copies of the meeting agenda and associated reports and may request speaking rights on a particular item that is on the agenda.
 - c. Preferably, this request will have been made in advance. Speakers shall be restricted to a maximum of three minutes each per subject, with a time limit of 15 minutes per interest group. No more than 2 speakers will be permitted on any one agenda item and are not to question the board. Board members will not address questions or statements to speakers
 - d. Speakers shall not be disrespectful or offensive or make malicious statements or claims. If the person presiding over the meeting believes that any of these conditions have been breached or the speaker has gone over time, they may be asked to finish. See Public attending Board meeting procedure which is made available to participants prior to the meeting. [Local Government Official Information and Meetings Act 1987 - S49](#)
 - e. The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA). The wording to be used in the motion to exclude the public is found in Schedule 2A of LGOIMA. The board must make the reasons for excluding the public clear. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues
 - f. The Presiding Member or his/her delegate may in certain circumstances require a member of the public to leave a meeting in the interests of maintaining order
 - g. Minutes, except 'in committee' minutes, are publicly available and will typically be posted on the school's website once ratified at the next meeting.

17. Special meetings – a special meeting may be called by delivery of notice to the chairperson signed by at least one third of trustees.
18. Suspension of meeting procedures – the Board may suspend or alter any non-legislated procedures by resolution.
19. When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.
20. The board should have access to all correspondence. Correspondence that requires the board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.
21. When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion. As part of the discussion, the Board will agree on the timeframe that the item will appear on a subsequent agenda.
22. Points of order are questions directed to the chair which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

PART C BOARD COMMITTEES

1. The Board may delegate any of its functions or powers (other than any functions or powers specified in the Education Act 1989 as not being capable of delegation or the general power of delegation) by resolution and written notice to:
 - a. A trustee or trustees or
 - b. The principal of any other employee or employees, or office holders of the Board or
 - c. A committee consisting of at least 2 persons, at least 1 of whom is a trustee
2. Terms of reference for a Board committee may include:
 - a. Purpose – to monitor, support and review on the Board's behalf
 - b. Responsibilities - to provide and report information and recommendations that will assist the Board in making evidence-based decisions
 - c. Review – annually, the Board will review the committee's purpose, process, and procedures to determine effectiveness and continuation

PART D POLICY REVIEW

The Board aims to review each of its policies cyclically within a three-year period.

PART E BOARD SELF REVIEW

1. A planned process for internal review enables continuous improvement in the governance and performance of the school will be undertaken triennially
2. The process will be developed during the next 2 years Performance for each area itemised on the review schedule will be evaluated against evidence that includes but is not limited to:
 - The annual report including the Analysis/Statement of Variance (AoV/SoV) and audited financial statements
 - Student achievement data
 - Staff and student wellbeing surveys

- Education Review Office (ERO) reports
- Catholic Special Character Review Report
- Jesuit Companion School Ethos and Identity Review Report
- Board internal governance evaluation and performance review
- Feedback from parents, caregivers and staff
- Student voice
- Principal performance review
- Any other means deemed appropriate by the board.

Procedures/supporting documentation

[*Code of Ethics for Staff and Boards of New Zealand Catholic Schools*](#)

Legislative compliance

[Privacy Act 2020 and the Privacy Principles](#)

[Education & Training Act 2020](#)

[Education \(School Boards\) Regulations 2020](#)

Approved: 5 July 2022	Reviewed: 24 July 2024 (Code of Conduct updated)
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