



# ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

## STAFF | KAIMAHI REPRESENTATIVE ROLE DESCRIPTION POLICY

### Outcome statement

The staff | kaimahi representative brings a staff perspective to board discussion and decision making.

### Scoping

As a member of the school | kura board, the staff | kaimahi representative is elected by their peers to serve the interests of the school | kura at governance level. They have equal voice, vote, standing and accountability to any other board member.

### Expectations and limitations

Staff   kaimahi accountability measures		Standard
1. To work within the board's strategic plan.	1.1	The strategic plan is obviously considered in board decisions.
2. To abide by the board's governance and operational policies.	2.1	The staff   kaimahi representative is familiar with all board policies.
3. The staff   kaimahi representative is first and foremost a board member and must act for the common good of the students   akonga at the school   kura at all times.	3.1	The staff   kaimahi representative is not a staff   kaimahi /student   akonga advocate.
	3.2	The staff   kaimahi representative does not bring staff   kaimahi concerns to the board.
4. The staff   kaimahi representative is bound by the Code of Ethics for Staff and Boards of New Zealand Catholic Schools (NZCEO, 2014) and the board code of conduct.	4.1	The staff   kaimahi representative acts within the codes of conduct.
5. It is not necessary for the staff   kaimahi representative to prepare a verbal or written report for the board unless specifically requested to by the board.	5.1	No regular reports are received unless a request has been made by the board on a specific topic.

### Procedures/supporting documentation

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

College's Code of Conduct

College's Delegations and Committee Principles

Approved: 10 October 2023

Reviewed: 31 March 2026