

Governance Policy

What guides us:

Living Te Tiriti o Waitangi
Ensuring ākonga are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

Responsibilities of the Chief Executive

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Owner	: Chief Executive
Who are these procedures for	: Chief Executive

Outcome statement

Authority and accountability for the day-to-day running/operation of the school is delegated to the Chief Executive (CE). The Board is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed. The CE is responsible for the implementation of these policies and the completion of strategic documentation as legislatively required. The relationship between the Board and CE is based on mutual respect, trust, integrity, and support with both parties working to ensure no surprises.¹

Te Tiriti o Waitangi

The Chief Executive, alongside the Board of Trustees, is responsible for ensuring the adherence of Te Kura to [Te Tiriti o Waitangi Policy](#) which recognises and upholds the obligations and commitments of Te Tiriti o Waitangi.

Cultural Inclusivity

Cultural safety and responsiveness are paramount to Te Kura for kaimahi, ākonga and whānau. The Chief Executive, alongside the Board of Trustees, is responsible for ensuring the everyone is collaborative and works with integrity to enable and create cultural inclusivity.

Definitions

Culture: Culture includes, but is not limited to, age or generation, gender, sexual orientation, occupation and socio-economic status, cultural and epistemological frame of reference, ethnic origin, or migrant experience, religious or spiritual belief, and disability.

Cultural safety and responsiveness: effective delivery as applied to a person, family, or group from another culture, and as determined by that person, family, or group. The role delivering the service will understand and recognise the cultural origins, assumptions, and limitations of certain forms of delivery within some cultural contexts. They will also have undertaken a process of reflection on their own cultural identity and will recognise the impact that their personal culture as on delivery.

¹ [Critical relationships - Te Kawa Mataaho Public Service Commission](#)

Delegations

Authority and accountability for the day-to-day running of the school is delegated to the CE. References in documentation to the school, management and staff is to be read as the CE in terms of responsibility for implementation. Only decisions made by the Board acting as a Board are binding on the CE unless specific delegations to the presiding member, individual board members, members presiding over committees or committees of the Board are in place. The Board presiding member/personnel committee has responsibility for the CE performance review.

Expectations and limitations

The CE shall not cause or allow any practice, activity or decision that is unethical, unlawful, and/or imprudent and/or that violates the Board's expressed values, its strategic documentation or commonly held professional ethic.

The responsibilities of the CE are set out in the Board's Governance Policies and include the following:

- Meet the requirements of their current job description and employment agreement.
- Participate in the development and implementation of their annual performance agreement and participate in their annual review process.
- Act as the educational leader and day-to-day manager of the school within the law and in line with Board Governance Policies.
- Develop, seek Board approval for and implement an annual implementation plan that is aligned with the Board's strategic plan, meets legislative requirements, gives priority to improved ākonga progress and achievement, ensures that Te Kura is an inclusive and safe place for all ākonga and kaimahi, honours ākonga (human) rights and gives effect to Te Tiriti o Waitangi.
- Use resources efficiently and effectively and preserve assets (financial and property) as per the Asset Management and Protection Governance Policy and Financial Planning and Conditions Governance Policy.
- Operate within the Board's approved annual budget.
- Give effect to good employer policies and practices through effective procedures, instructions or guidelines.
- Employ, deploy and terminate staff positions in line with the Appointments Governance Policy, People and Wellbeing Governance Policy and legislative requirements.
- Communicate with the community on operational matters as and where appropriate.
- Refrain from unauthorised public statements about the official position of the Board on social, political and/or educational issues.
- Keep the Board informed of all information relevant to its governance role and report this in accordance with the requirements set out under Monitoring [below](#).
- Act as the Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2020.
- Appoint, on behalf of the Board, the Privacy officer and, as required, an EEO officer,
- Ensure Ngā Hātepe Kaimahi meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette
- Ensure systems are developed and implemented to support the smooth running of the school in regard to surrender and retention of property and searches of ākonga. Written records and storage of items must be consistent with legislative requirements and associated rules and guidelines
- Ensure systems and procedures meet requirements set out in the Rules regarding student behaviour management and the use of physical restraint.

The CE is not restricted from using the expert knowledge of individual Board members acting as community experts.

Monitoring

The Board will review the CE's performance through the Employers Committee and in line with the Committee's Terms of Reference.

Evidence gathered for the review will include CE reporting to the Board in line with the Board's annual workplan and that addresses all matters having real or potential legal considerations and risk for the school including significant trends, implications of Board decisions, issues or risk to policy compliance or changes to the basis upon which the Board's strategic aims have been developed.

The CE will prepare (or, where appropriate, delegate, coordinate and approve) a report/s for every Board meeting, or relevant Board delegated subcommittee, that:

- Is timely, accurate and presents information in an understandable form that is not too complex or lengthy
- Tracks progress and variance towards strategic aims and key performance indicators
- Includes data and analysis on curriculum delivery, student progress and achievement
- Includes data and analysis on student wellbeing
- Provides evidence of the school's giving effect to Te Tiriti o Waitangi
- Informs the board of any significant changes in staffing, programmes, plans or processes that are under consideration
- Outlines financial income and expenditure and explains any variance against budget
- Summarises and highlights any risks associated with the fortnightly staff usage and expenditure (SUE) report
- Identifies any instances of physical restraint
- Includes information of any actual or potential risks to health and safety
- Specifies current roll numbers and explains any roll variance regarding applicable cohorts
- Recommends changes in board policies when the need for them becomes known
- Highlights areas of possible adverse publicity or community dissatisfaction
- Addresses any other matter requested by the board within a reasonable, specified timeframe

Supporting documentation

Board Governance Policies (as published on the intranet and website)

CE Job Description

CE Performance Agreement and CE Performance Agreement Review Report

Strategic Plan (as published on the intranet and website)

Annual Implementation Plan (as published on the intranet and website)

Annual budget and Resourcing Notice

Personnel-related policy and procedures including appointments and performance management

Legislative compliance

[Education & Training Act 2020](#)

[Privacy Act 2020](#)

[Protected Disclosures Act 2000](#)

[Education \(Physical Restraint\) Rules 2017](#)

[Collective Employment Agreement for Principals](#)

Approved by Nicola Ngarewa, Chairperson, Te Kura Board of Trustees