

BOARD OF TRUSTEE MEETING PROCEDURES POLICY

**NAG 6
NO. 601**

Purpose

To ensure meetings are orderly and productive and that practice and procedures are consistent with relevant legislation and Charter obligations.

Guidelines

1. The Board of Trustees will adopt the meeting procedures outlined in the NZSTA 'Trustee Handbook'.
2. All new trustees are to be given a copy of the handbook 'An Introduction to Trusteeship: A Guide for School Trustees' on joining the Board of Trustees, or access to online training material.
3. The set of basic rules contained in the handbook must be read and understood by all Trustees.
4. Points of order relating to the rules for running a meeting may be directed to the Chair at any time during a Board of Trustee meeting. After the point has been stated, the Chair's ruling will be final.
5. All Board of Trustees members will adhere to the Code of Conduct principles whilst conducting all board meetings.
6. Whilst these meetings are open for public attendance, they are not public meetings. Speaking rights can be granted to non-board members at the discretion of the Board.