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St Michael's Church School Board Members Job Description

St Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St Michael's Church School Statute.

- To be a community of worship, learning, and ministry, within the Catholic tradition of Anglicanism, in which the Christian faith as proclaimed in and through the Anglican Church of Aotearoa, New Zealand and Polynesia, may be nurtured.
- To provide an environment in which true Christian values are sought and fostered, and taken into account in decisions, actions and methods.
- To provide education in a school of special character, which welcomes, and is open to, a wide range of pupils from all social, economic, religious, ethnic and cultural backgrounds within the community
- To provide educational experiences of high quality which will develop the spiritual, intellectual, cultural and physical needs of each child in a well-balanced programme.

(The St Michael's Church School Statute: enacted 1998)

Some duties and obligations of the Board are set out in the St Michael's Church School Statute (1998) and some of our obligations relate to the Anglican Church of Aotearoa, New Zealand and Polynesia. There are also obligations relating to the Ministry of Education.

Board Members:

- Must accept collective responsibility for all decisions.
- Are bound to act in the interests of the organisation as a whole over his/her own interests.
- Receive reports, financial and otherwise, for strategic oversight and ensure they fit our policy directions.
- Should be aware of the MOE requirements as appropriate and ensure that legislation is complied with. Board members have a responsibility to be well-informed on issues pertaining to board business.
- Should attend board meetings regularly and send formal apologies if they can't
- Should contribute to debate in an informed and constructive manner.
- Must respect confidential information.

What Board Members should **not** do includes:

- Quoting other members' comments outside the board room. The Board needs to be seen to speak with unity.
- Approach organisation staff other than for information or other requests unless for Board sanctioned business.
- Committing to expenses without the authority of the board, for example, commissioning external advice without getting prior approval.

Specific Responsibilities of the School Board Outlined in The St Michael's Church School Statute

Responsibilities of the School Board

- The achievement of the Objectives of the School.
- The governance of the school, the maintenance of the ethos of the School, and the supervision of the management of the School.
- The maintenance and protection of the School's property.
- The payment of such rents and levies to the Trust Board as shall be determined from time to time by the Trust Board.

Accountability

- The Board is accountable to the Vestry of the Parish.
- The Board shall submit annually to the Vestry by 31 March
 - (i) The Board Chairperson's report,
 - (ii) Draft Financial Statements for the previous year;
 - (iii) A Principal's Report on the operation of the school; and
 - (iv) A Religious Education Report, prepared by the Vicar, in terms of the Objectives and Clause 7.2 of the School Statute.
- The Board shall submit annually to the Vestry by 31 May audited financial statements.

Rules of the Board

The rules governing the School Board are set out in Section 5 of the School Statute.

Notes Pertaining to the Chairperson of the Board

- The Chairperson does not act independently of the Board
- Presides at meetings
- Is a member of the Executive of the Board
- Ensures the regular appraisal of the Principal
- Liaises with the Principal as a representative of the Board
- Represents the Board in governance issues as agreed by the Board

The St Michael's Church School Board will at all times strive for unity and excellence in decision making reflecting its commitment to the community it serves.