

DARGAVILLE HIGH SCHOOL

GOVERNANCE POLICY

[What is a school board of trustees?](#)

[What is Governance as opposed to Management/Governance and Management/](#)

[Difference between governance and management](#)

1. TRUSTEES.

1.1 [Trustees - Roles & Responsibilities](#)

1.1.1 DHS Board Trustee Job Description

1.1.2 GENERIC TRUSTEE ROLE: Sample Board Member/Trustee Job Descriptions.

1.2 TRUSTEES ARE ACCOUNTABLE FOR:

1.3 [Code of Ethics](#)

1.4 GUIDELINES FOR EFFECTIVE WORKING RELATIONSHIPS.

2. [Role of the Chairperson](#)

3. [Board Induction Procedure](#)

4. [Board Self Behaviour Processes](#)

4.1 DISCIPLINARY ACTION..

4.2 SUBSTANTIAL DIFFERENCES BETWEEN THE CHAIR AND PRINCIPAL.

5. [Board Self Review](#)

5.1 CODE OF BEHAVIOUR POLICY.

5.2 ROLES AND RESPONSIBILITIES.

5.3 TRUSTEE SKILLS AUDIT.

5.4 ROLE OF THE CHAIRPERSON..

5.5 BOARD MEETING EVALUATION..

5.6 LEADERSHIP.

5.7 REPRESENTATION..

5.8 ACCOUNTABILITY.

5.9 EMPLOYER ROLE.

GOVERNANCE PROCEDURES.

6. [Meeting Process](#)
 - 6.1 Meeting Procedure (taken from the Operation Policies Manual)
 - 6.2 REMUNERATION FOR BOARD MEMBERS
 - 6.3 MEETING AGENDA.
7. [Policy - Procedure Making](#) (taken from the Operation Policies Manual)
8. [Committee Principles](#)
9. [Terms of Reference](#)(taken from the Operations Policy Manual)
 - 9.1 STANDING COMMITTEES.
 - 9.1.1 Audit Committee.
 - 9.1.2 Finance Committee.
 - 9.1.3 Discipline Committee.
 - 9.1.4 Principal's Appraisal
 - 9.2 AD HOC COMMITTEES.
 - 9.2.1 Appointments Committee.
 - 9.2.2 Health & Safety Committee.
 - 9.2.3 ICT (BYOD) Committee.
 - 9.3 OTHER TERMS OF REFERENCE.
 - 9.3.1 Property Management Consultant
 - 9.3.3 Privacy Officer.
 - 9.3.4 Protected Disclosures Recipient (PDR)
 - 9.3.5 Housing Manager.
10. [Written Delegations](#)(Full details in the Operational Policies Manual)
 - 10.1 Personnel
 - 10.2 Financial
 - 10.3 Asset Management
 - 10.4 Disciplinary.
 - 10.5 Other Written Delegations.
 - 10.5.1 Emergency Plan Co-ordination -
 - 10.5.3 Protected Disclosures Recipient (PDR)

[Appendices to the Governance Manual](#)

- APPENDIX 1. “Being in the “School Business” (NZSTA News, September 2010)
- APPENDIX 2: “*Anonymous or informal complaints*” (STA News Nov/Dec 2010)
- APPENDIX 3: “*A board’s job – to “do” or to “ensure the doing”?* (STA News, Nov/Dec 2010)
- APPENDIX 4: High Expectations – (STA news January/February 2011)
- APPENDIX 5: Separating fact from fiction – (STA News, January/February 2011)
- APPENDIX 6: What sort of team are You? (taken from STA News April 2011)
- APPENDIX 7: Are you managing or governing? (STA News May 2011)
- APPENDIX 8. Effective Boards of Trustees (STA News June 2011)
- APPENDIX 9: Self Review: finding the courage for ‘courageous’ conversations (STA News July 2011)
- APPENDIX 10: *The Leadership Measuring Stick* (STA News, July 2011)
- APPENDIX 11: A fresh look at minutes (STA News, July 2011)
- APPENDIX 12. Followership: the forgotten part of leadership.
- APPENDIX 13. I am only a Volunteer (STAnews)
- APPENDIX 14. Board Committees (STAnews June 2013)
- APPENDIX 15. Principals Reporting (STAnews June 2013)
- APPENDIX 16. What does good policy advice look like? (STAnews June 2013)
- APPENDIX 17. Great Expectations (STAnews July 2013)
- APPENDIX 18. When “good enough” is not good enough (STAnews July 2013)
- APPENDIX 19. Keeping up, falling behind, or getting ahead? (STAnews May 2014)
- APPENDIX 20. ERO Report on Teacher Appraisal (STAnews May 2014)
- APPENDIX 21. ERO Report on Principal Appraisal (STAnews May 2014)
- APPENDIX 22. The Boards’s Role in Student Discipline (STAnews May 2014)
- APPENDIX 23. Dealing with Difficult People (STAnews June 2014)
- APPENDIX 24. Creating a Climate of High Expectations for Student Learning (STAnews Nov/Dec 2015)
- APPENDIX 25. Empowering Community Involvement (STAnews Nov/Dec 2015)
- APPENDIX 26. The Value of Top Teachers (STAnews Nov/Dec 2014)
- APPENDIX 27. Tips for schools to successfully engage with parents/caregivers.
- APPENDIX 28. Boards of trustees and the “parent voice”.
- APPENDIX 29. When Social Media Attacks - (STA News Sept 2016)
- APPENDIX 30: The Ideal Team Player (A Leadership Fable by Patrick Lencioni)

APPENDIX 31: Accountability and Trust (STA News August 2019)

APPENDIX 32: 30 Ways to Manage Stress in the Workplace (STA News August 2019)