

ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES



EXPECTATIONS OF TRUSTEES

ALL TRUSTEES MUST ABIDE BY THE CODE OF CONDUCT

Trustees must be well prepared for meetings. BOT packs will be sent out on Monday before meeting.

Trustees to advise BOT Secretary or Chairperson if you cannot attend a meeting or if you will be late.

Trustees who miss three consecutive meetings without prior leave of the board cease to become members, and a casual vacancy occurs. An apology does not meet the requirement of prior leave.

Check e-mails / messages on a regular basis.

Register or declare any conflict of interest – personal or pecuniary.

Even though trustees are here as individuals, they must be committed to do the best for all – students, staff and community. Remember that our parents voted us in. As a result we must always present a united front when we leave any meetings.

Trustees are not to bring up any issues regarding their own children at meetings. If you have an issue please go through the correct channels as any other parent would do. It is good to mention you are doing so as a parent. We cannot be seen to favour our own children.

No “surprises” at BOT meetings. If you have a problem please discuss it with both the Principal and Chairperson beforehand.

All “in committee” issues are to remain strictly confidential and where possible no names will be mentioned.

Trustees will be expected to attend all training provided.

Trustees will be paid \$55.00 (tax free) per meeting to a maximum of 11 meetings per year. Chairperson is paid \$75.00 per meeting.

Effectiveness Review:

The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*