

Nau mai, haere mai!
Welcome to

**Leading an
Effective Board**



e tipu e rea

Preparing our minds for the session



E te hui

For this gathering

Whāia te mātauranga kia mārama

Seek knowledge for understanding

Kia whai take ngā mahi katoa

Have purpose in all that you do

Tū māia, tū kaha

Stand tall, be strong

Aroha atu, aroha mai

Let us show respect

Tātou i a tātou katoa.

For each other.

What we'll cover

- An overview of the role
- Relationships
- Preparing for board meetings
- Leading effective board meetings
- Next steps from here

Kōrero

- What do you already know about the role?



Part 1

An overview of the role

What do presiding members do?

- Preside over board meetings
- Lead their board to work as a team and ensure the work of the board is done
- Induct new board members
- Develop a positive and professional working relationship with the principal
- Promote effective communication between the board and the wider community
- Speak for their board when delegated to do so



Leading as one of the team

- Everyone has equal standing, voice, vote, and accountability (ōritetanga)
- Roles and responsibilities are outlined in policy
- Delegated responsibilities are recorded in a delegation register
- The presiding member has a casting vote (if the board is tied on a decision)



Why have a role description policy?

- Ensures the role is understood by everyone
- Provides guidance to the presiding member as to what they can and cannot do
- Sets out the expectations, delegations, and limitations



Kōrero

- What helps presiding members to bring out the best in their board?
- How will you know if you're doing a good job?

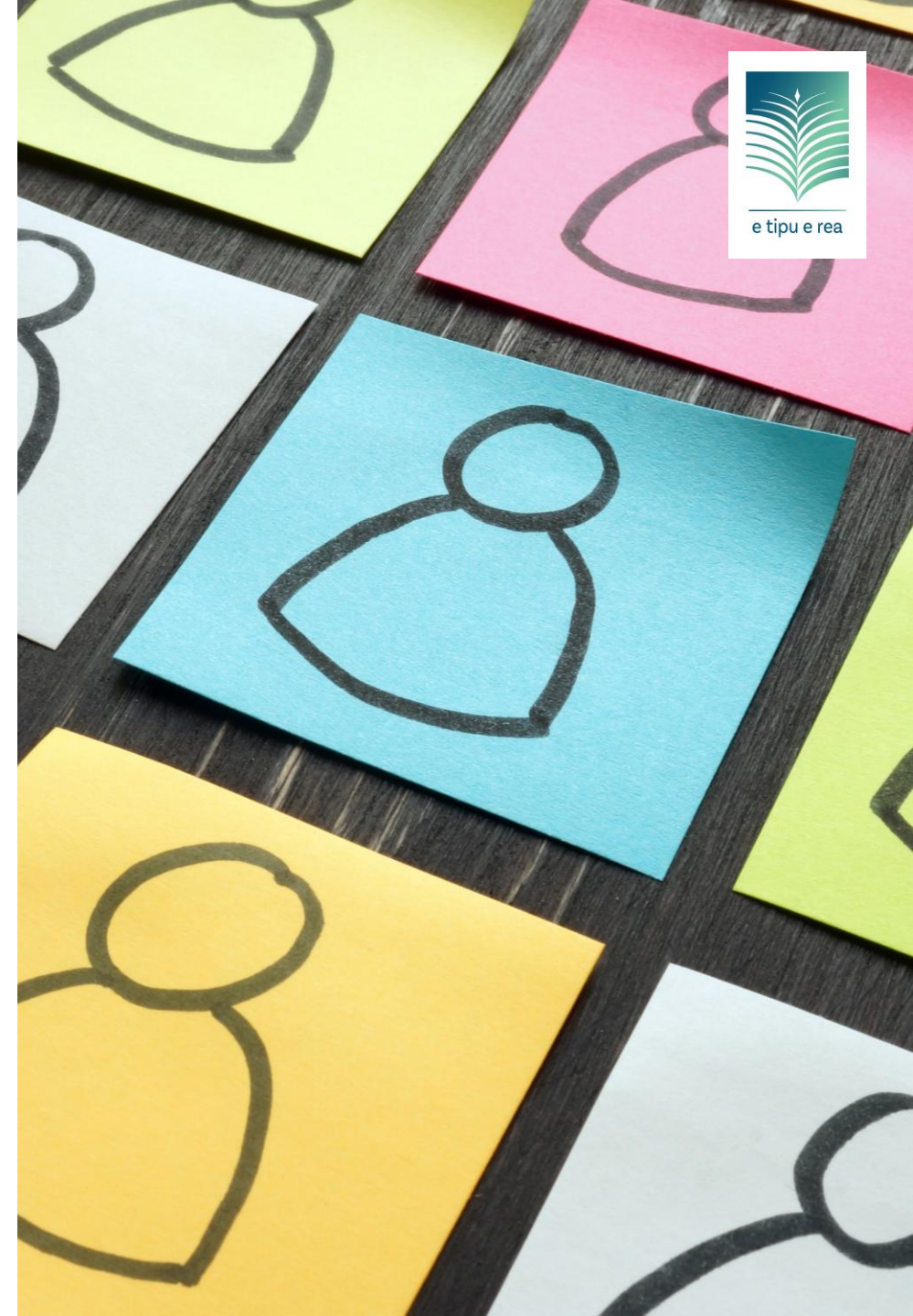


Part 2

Relationships

Relationships with board members

- Listen, understand, and appreciate viewpoints different to your own
- Align your board culture with your school's vision, values, and strategic goals
- Include the code of conduct in board member induction
- Regularly discuss and review how you work together



Relationship with your tumuaki (principal)

- A presiding member and principal need to work as a team, and there should be no surprises
- Like all board relationships, trust, integrity, and mutual respect are key
- Act as a sounding board for each other, work together to benefit all students and school staff



Memorandum of understanding (MoU)



- What commitments do we have to work, family, etc.?
- When must we be contacted, and when can't we be contacted?
- When and how often will we meet?
- What do we see as each other's roles?
- What are our expectations of each other?
- What is our understanding of the school's vision?
- Are we each other's critical support person?
- How do we ensure there are no surprises at board meetings?
- How shall we manage school correspondence?

Relationship with your community

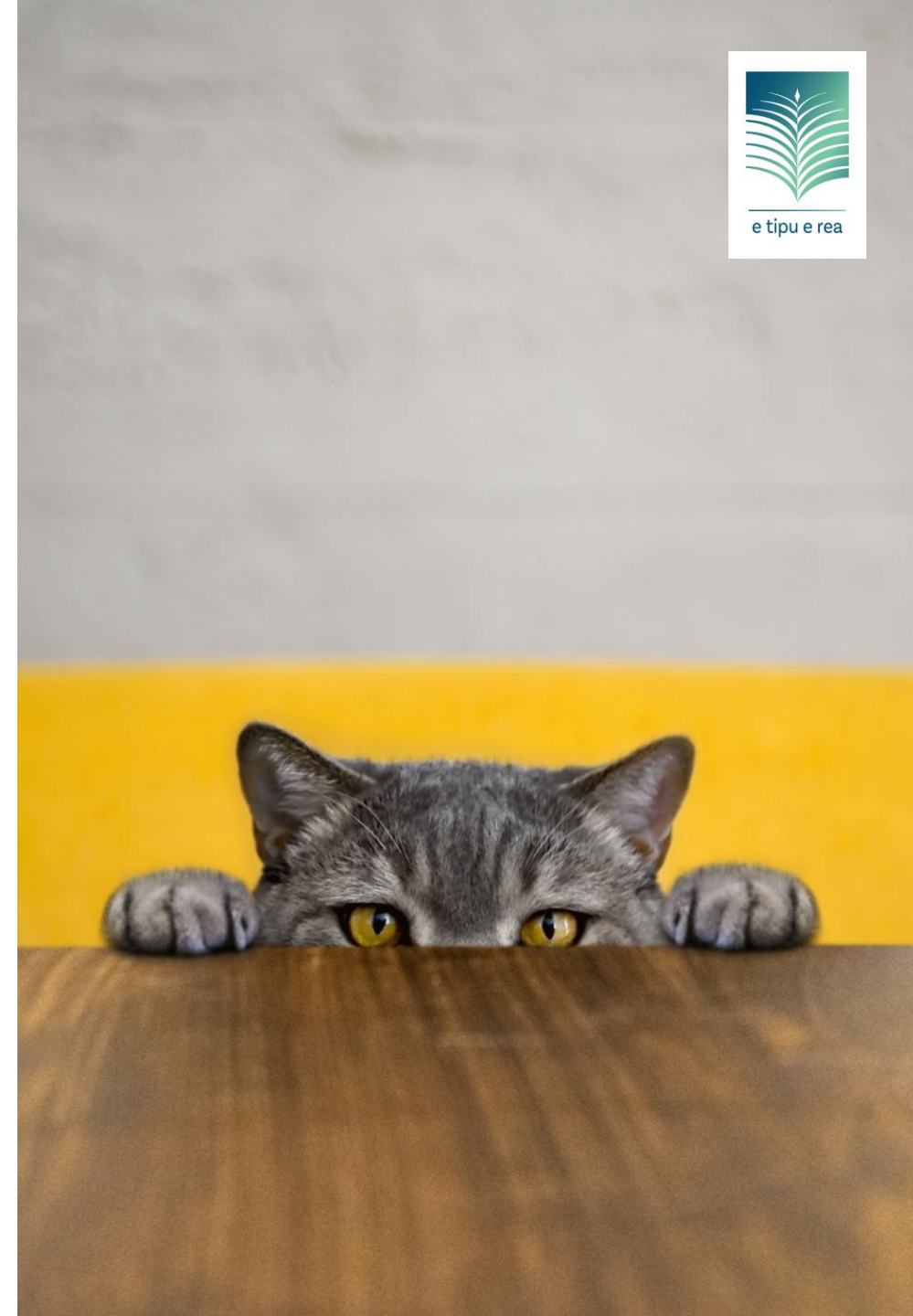
- People may not understand the difference between you acting as a board member and being a member of the community
- This can be difficult for a presiding member, as they are the face of the board
- Be clear about which hat you are wearing
- Think carefully about what you say and do



A common challenge

You have concerns about a board member's behaviour during meetings and out in public.

- What should you do?



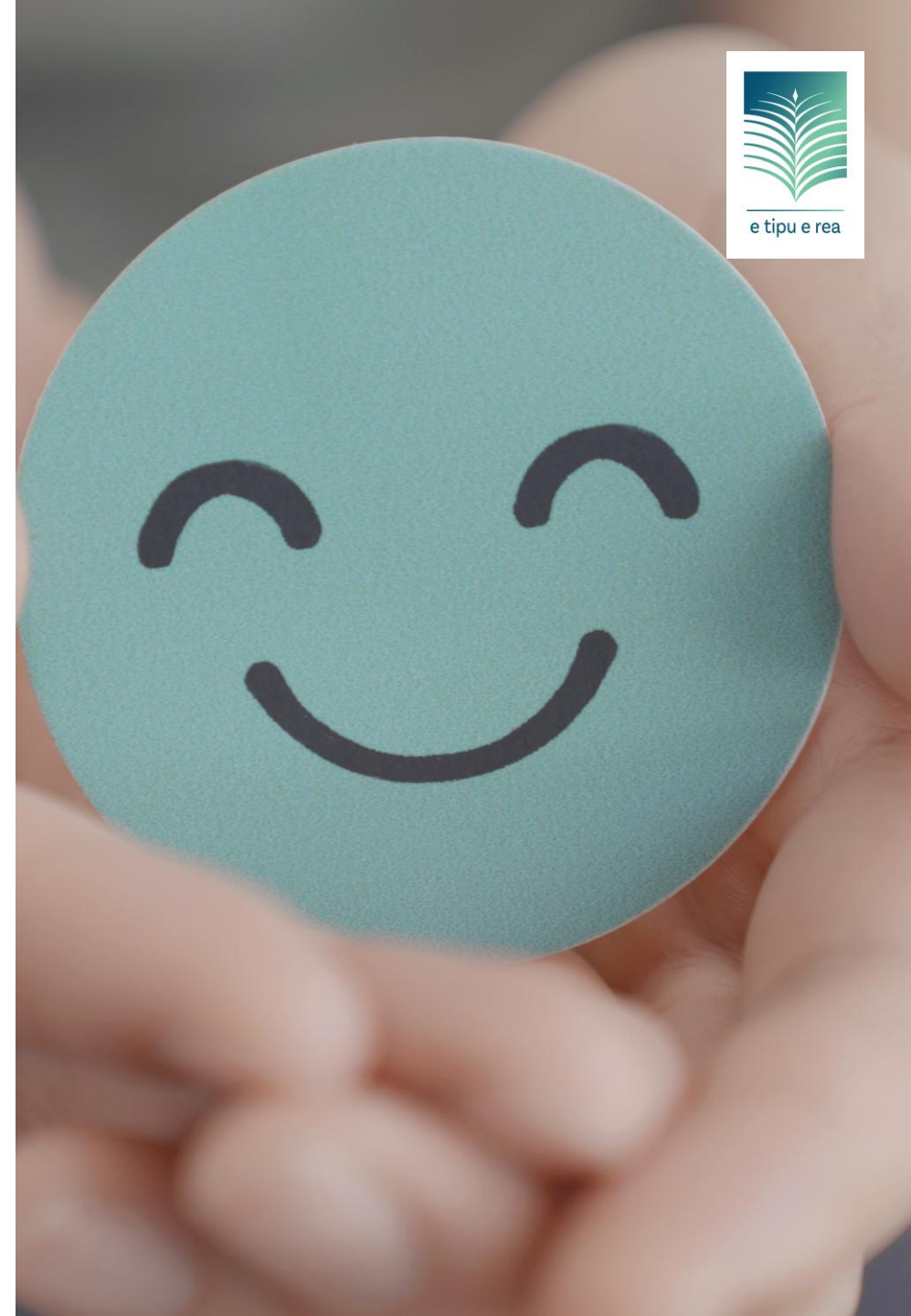
Ways to strengthen your working relationships



- Make time for whakawhanaungatanga (getting to know each other)
- Be clear about everybody's roles and responsibilities
- Establish policies and procedures around how everyone works together
- Be a role model for others – follow the Code of Conduct for Board Members and the values of your school or kura
- Seek regular feedback on your performance and any improvements you could make

How do you look after yourself while supporting others?

- You don't have to be everything to everyone
- Ensuring the work of the board gets done doesn't mean doing it all yourself
- Develop a support network
- NZSBA is here to help you



Part 3

Preparing for board meetings

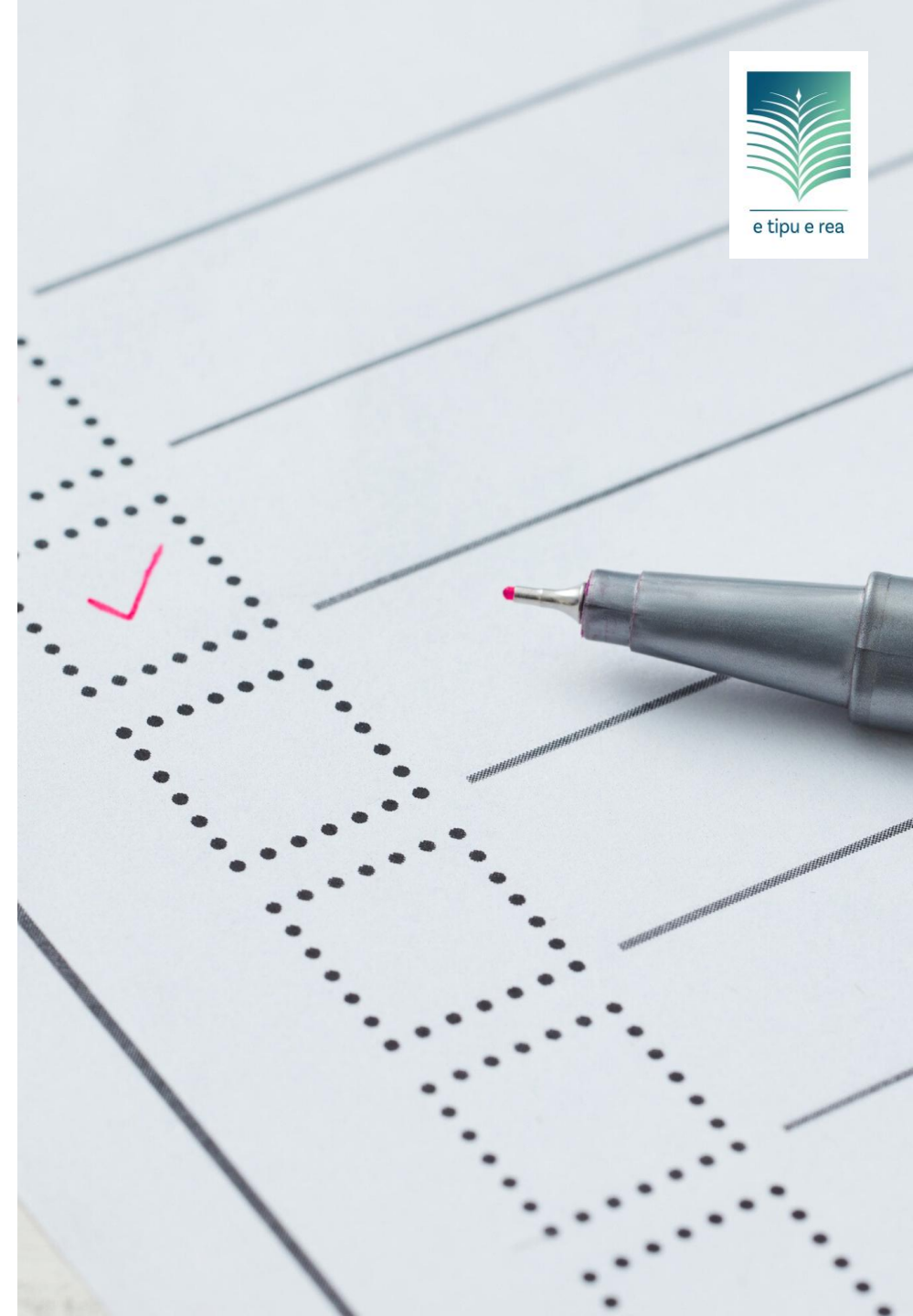
Set the agenda

- Use your Board Work Plan and our Board Term Task Checklists to guide your priorities
- Schedule strategic discussions and key topics early in meetings
- Allocate time slots to each item to keep meetings on track
- Group administrative and easy-to-sign-off matters together (consent agenda)
- Start or end with public-excluded business to accommodate visitors



Meet with the tumuaki (principal)

- Remember, these meetings are with the principal in their role as CEO
- Check on the wellbeing of the principal and staff
- Discuss the agenda items for your next meeting
- Ensure the focus is on governance and aligns with your policies and the strategic goals
- Ensure any previously allocated tasks have been done



Prepare and distribute the board papers



- Board papers contain the supporting information for a meeting
- They are usually organised by the board secretary, and may be digital or paper
- Board members should receive the papers in advance, with enough time to read and consider the information
- Make them available to the community before the meeting, and give them to any visitors who attend
- Keep sensitive or identifiable information safe (through redaction or public-excluded business)

Connect with other board members

- Check on everyone's wellbeing
- Go over the agenda
- See if they need help accessing or understanding anything
- Identify potential conflicts of interest (if possible)



Part 4

Leading effective board meetings

Kōrero

- How can you tell if your meetings are purposeful and productive?



Tips for purposeful and productive meetings

- Discuss and document how your board runs meetings
- Appoint a board secretary or minute-taker who is not a board member
- Consider using board committees
- Use the agenda to keep on track
- Encourage board members to arrive prepared and ready to participate
- Regularly evaluate how your board meetings run



Questions to help you evaluate



- Was the meeting agenda well thought out and distributed early enough?
- Were board papers shared in time, and did they contain the information needed?
- Did everyone arrive well prepared?
- Did our discussions stay focused on learners and governance?
- During our decision-making, did we consider our vision, values, policies, and strategic goals?
- Did anyone or anything hinder the meeting from going well?
- Based on the agenda, did we achieve what we expected?

Let the magic happen

- Ensure everyone can participate equally
- Allow all board members to consider each other's points of view before making decisions
- Focus discussions on improving educational outcomes for your learners
- Stick to the timeframe you've allocated on the agenda
- Remember, you don't have to cover everything at every board meeting





Part 5

Next steps

Support



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Reflection

What we covered today

- What the presiding member's role involves
- Practices that help build positive working relationships
- Key steps for preparing and leading purposeful, productive meetings



Closing the session



Unuhia, unuhia

Draw on, draw on,

Unuhia ki te uru tapu nui

Draw on the supreme sacredness

**Kia wātea, kia māmā, te ngākau, te
tinana, te wairua i te ara takatā**

To clear, to free the heart, the body, and
the spirit of mankind

**Koia rā e Rongo, whakairia ake ki
runga**

Rongo, suspended high above us

Kia tina! Tina! Hui e! Tāiki e!

Draw together! Affirm!

Ngā mihi nui!
Thank you!