**PARAPARAUMU SCHOOL BOARD**

**BOARD PORTFOLIO POLICY**

Board Members share the following generic responsibilities:

* To work within the Board Code of Conduct
* To follow all governance and operational policies
* To progress the School’s strategic and annual improvement plans
* To engage with the wider school community when planning and reporting
* To work towards the best interests of students and staff
* To provide staff with the necessary resources to deliver quality teaching while enhancing student wellbeing.
* To monitor and evaluate the progress of all students each term.

**FINANCE PORTFOLIO**

The Finance Portfolio holder will meet monthly with the Principal to determine:

* *Whether there are anomalies or issues*
* *Whether there any variances from budget figures and why*
* *That the right processes are followed i.e. limits on spending etc*.
* *That accurate records of expenditure against budget are kept*
* *That the Principal is working within delegated limits.*

This Board member will be involved at budget preparation for budget objectives (supporting strategic aims, objectives and focused educational outcomes).

* *Establish how items will be financed and what part any locally raised funds will play in financing school resources*
* *Make the Board aware of local funds needed to achieve strategic objectives*
* *Encourage parent support groups i.e. PTA to provide local funding*
* *Prepare funding applications to Trusts and funding providers*
* *With the Principal, review the Audit Statement and discuss issues raised*
* *Review the Banked Staffing Statement with the Principal. Be aware of what it is saying about staffing.*
* *Request further information as required.*

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| MONTHLY BOARD REPORTING |
| The Principal and the Portfolio Holder meet monthly review the Finance Report. The Portfolio Holder reviews and approves Visa statements and expenditure against budget and questions any variables. The Portfolio Holder presents the monthly Management Report to the Board. |

**PROPERTY:**

The Property Portfolio holder should:

* *Regularly look over the condition and maintenance of all school buildings*
* *Be aware of all work completed and any repairs and maintenance required*
* *Monitor any MOE funded property projects*
* *With the Principal, discuss monthly work completed by the Caretaker*
* *Discuss progress towards the 5 Year Property Plan with the Principal*
* *With the Board, work with MOE Property Advisors to develop 5 year plans and 10 year property plans.*

Note:

1. Schools have a limited opportunity to influence MOE property plans. Ministry

agendas will always take precedence (i.e. modern learning environments).

2. Budget constraints dictate what can be done, dictated by roll numbers.

3. Most property decisions and development work are in MOE hands. Should the

Board have enough finance to put up buildings independent of the 5YP, they

must be prepared to be responsible for all maintenance and upkeep.

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| MONTHLY BOARD REPORTING |
| The Principal and the Portfolio Holder meet monthly between meetings.  The Portfolio Holder prepares a template report meetings and sends it to the Presiding Member for the Board ePack. |

**HEALTH AND SAFETY**:

The Health and Safety Portfolio holder should:

* *Check that Health and Safety policies are current / fit for purpose.*
* *Remain aware of any new health and safety requirements*
* *Ensure health and safety procedures are carried out:*

*Fire )*

*Earthquake ) emergency drills termly reviewed/recorded*

*Lockdown )*

* *Ensure police vetting is completed with documentation filed*
* *Ensure EOTC documentation meets policy expectations /processes*
* *Check procedures for hazards identification are followed and actioned*
* *Check that legislation is reflected in policies and procedures*
* *Ensure monthly checks of equipment (playground and onsite) are completed and regularly reported at Board meetings.*
* *Ensure effective processes and procedures are in place, supporting the emotional and physical health of staff.*

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| MONTHLY BOARD REPORTING |
| Principal and Health/ Safety Portfolio Holder meet between Board meetings.  The Portfolio Holder prepares a template report for the Board meeting and emails it to the Presiding Member for inclusion in the Board ePack. |

**CURRICULUM** Principal’s Responsibility

Key considerations:

*Report on SMART annual achievement targets and relationship to preceding AOV*

*Term 1 report on priority groups, strategic support and their expected progress*

*Term 1 report on students with specific learning needs or abilities and specific support provided (NELP 2)*

*Regularly report on Māori/Pacific progress by gender.*

*MOY Report on staff professional development to help achieve goals*

*Report on achievement data MOY and EOY broken down into gender, ethnicity and year groups*

*Term 3 report about how programmes reflect all cultures at the school*

*Regularly report on local curriculum progress*

**BOARD PLANNING, REPORTING, REVIEW**

Co-constructs and adheres to Triennial Workplan as ra oad map outlining governance responsibilities, review and compliance.

* *Using the School Docs Review Cycle, review three policies every term.*
* *Oversee portfolio holders completing their objectives*

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| MONTHLY BOARD REPORTING |
| The Presiding Member and LSM will ensure Workplan is used for meeting agendas and reporting milestones.  The Principal and Presiding Member meet at least fortnightly and keep in regular contact.  Expect to be informed by the Principal of any critical incidents. |

**COMMUNITY ENGAGEMENT** Presiding Member’s Portfolio

This Portfolio Holder should ask:

* *When did we last consult our community about Board planning?*
* *When was the last time we consulted Iwi about Board work?*
* *How do we know the community is feeling informed about student progress?*
* *How do we increase community engagement and parent involvement?*
* *Are we using social media effectively*?
* *Are we regularly contributing to community platforms and newspapers?*

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| MONTHLY BOARD REPORTING |
| The Principal and Portfolio Holder will meet as required.  The Portfolio Holder will keep the community updated about Board news.  The Portfolio Holder prepares a report for alternative Board meetings for inclusion in the Board ePack. |