



KALAPOI
High School

MEETING GOVERNANCE POLICY

The Board is committed to effective and efficient meetings. Meetings will:

- Be based on a prepared annual programme.
- The agenda preparation is the responsibility of the Chairperson, in conjunction with the Principal.
- Notice of the meeting will be posted on the Board of Trustees web page and available at the meeting place for the public.
- A resolution for an extension of time may be moved to extend beyond 10.00pm.
- Be held with the expectation that trustees have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour.
- Have the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Meetings Act. Decisions by the Board are fully recorded but remain confidential. The Board needs to:
 - Make the reasons for excluding the public clear
 - Reserve the right to include any non-board member at the Board's request
- The quorum shall be more than half the members of the Board currently holding office.
- The Chairperson shall be elected at the first meeting of the year except in the general election year where it will be at the first meeting of the newly elected Board. The Board Secretary will chair until a new chair is elected.
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.*
- A special meeting may be called by the Chairperson at any time with at least 48 hours notice.
- Reports to be presented by the Principal, staff representative and student representative the week before the meeting.

Minutes

- The minutes will be distributed within seven working days of the Board meeting.
- The Board will follow procedures as outlined by NZSTA.