

Policy: Board of Trustee Meeting Procedures

Policy Statement

The Board of Trustees acknowledges that it is obliged to comply with the Local Government Official Information and Meetings Act 1987.

Procedural Guidelines

▪ **The Act requires the following:**

- (i) All Board meetings should be open to the public with an agenda made available. Times and places of Board and Committee meetings will be published with reasonable notice.
- (ii) The public may be excluded from all or part of a meeting on passing of a resolution.
- (iii) Meeting minutes are available at the School and on the School website.
- (iv) Minutes may be inspected by any member of the public except a meeting or part of a meeting from which the public was excluded. Notes may be taken from minutes.
- (v) A member of the public may receive a copy of minutes provided they tender the prescribed amount of payment (if required).
- (vi) The Secretary of the Board will take all necessary precaution to ensure that no member of the public shall inspect or see minutes of the part of the meeting from which the public was excluded.

▪ **Dates**

- (i) That regular monthly board meetings be held, wherever possible, on the last Monday of the month.

▪ **Format Of Board Decisions**

- (i) That meetings of the full Board of Trustees record decisions with the names of the mover and seconder included and the word "CARRIED" at the end of the motion.

▪ **General Business**

- (i) That no further new business be taken after Correspondence.
- (ii) Board meetings are to conclude no later than 2.5 hours after the commencement of the meeting. Any outstanding agenda items will be transferred to the next meeting or a new meeting. Alternatively, meetings may be extended by agreement of the Board at the time.

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Review schedule: **April 2022**

ADOPTED BY BOARD OF TRUSTEES			
Date	27 August 2003	Chairperson	M J Bailey

AMENDED	Date	24 August 2005	Chairperson	S Smith
AMENDED	Date	2 May 2007	Chairperson	F Tahata
AMENDED	Date	24 September 2008	Chairperson	S Smith
AMENDED	Date	26 September 2011	Chairperson	S Smith
REVIEWED/AMENDED	Date	24 August 2015	Chairperson	S Smith
REVIEWED/AMENDED	Date	29 April 2019	Chairperson	S Smith
REVIEWED/AMENDED	Date	Chairperson