

Board Task Checklist

Term 3 - 2023

The tasks below are common to most boards this term.

Each board will have their own [workplan](#) and [triennial review programme](#) which may include additional tasks – these should continue in conjunction with the below. [Remember, our governance framework templates are always available.](#)

Task	Click on the blue links to:
Code of Conduct for Board Members	
<p>Review the new Code of Conduct for Board Members.</p> <p>The new Code came into effect on 21 June 2023. It sets out 15 minimum standards of conduct that all board members must now meet.</p> <p>If you haven't already, ensure all your board members know the minimum standards expected of them.</p> <p>Take time to discuss how this would be reflected in your own school community context.</p> <p>Some boards may still like to get their members to sign the Code to acknowledge their awareness and the implications for them as individuals in the community.</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Code of conduct for board members
Board Elections	
<p>Run your student representative election.</p> <p>Boards of state and state-integrated schools with students in Year 9 and above must hold a student representative election in September each year (unless they have an approved alternative constitution that does not require one).</p> <p>The recommended date for the 2023 Student Representative elections is 14 September.</p> <p>This means you need to appoint a Returning Officer by 14 August.</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Student representative elections <p>Contact us for elections support</p> <ul style="list-style-type: none"> • Email: electionsadvise@nzsta.org.nz • Phone: 0800 782 435
<p>Plan your staggered (mid-term) election.</p> <p>Mid-term elections for schools with staggered election cycles are tentatively planned for November this year with a recommended date of 15 November.</p> <p>This will be confirmed later in the term once legislation currently before the House has been passed by Parliament.</p> <p>Schools will be updated once we have the election dates confirmed.</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Staggered (mid-term) elections

School Planning & Reporting

Keep informed.

Under the Education and Training Act 2020, a new planning and reporting framework came into effect on 1 January 2023.

Regulations that set out the details of the new framework have now been made and come into force on 1 August 2023.

The new framework is called Te Whakangārahu Ngātahi - Planning Together for Ākonga Success: Our School, Our Community.

- Get familiar with the newly available resources.
- Register now for our School Planning and Reporting Webinar series.
- Enrol in one of our workshops – we're currently arranging venues and will let you know when these workshops are open for enrolment.

Find out more about

- [School planning and reporting \(NZSTA\)](#)
- [School planning and reporting \(MOE\)](#)
- [School Planning and Reporting Workshops and Webinar Series](#)

Engaging your school community.

By now, you should be well on your way to having a plan in place for engaging with your community.

Things to consider:

- Who do you need to consult with?
- What is the best method for engagement with them?
- Where is the best location to hold our consultation with the different groups in our community?
- Who's the best person to facilitate these hui?

Find out more about

- [Consulting your school community](#)

Health, Safety & Wellbeing

Plan your health curriculum consultation.

All New Zealand schools must consult with their school community on their health education programme every two years.

Health education is part of the Health and Physical Education (HPE) learning area.

Relationships and Sexuality Education (RSE) is a key area of learning, exploring aspects of relationships, sexuality, and sexual health.

Find out more about

- [Consulting your school community](#)
- [Community Consultation and Health Education](#)

Review your EOTC – Education outside the classroom policy.

Education outside the classroom (especially adventure-based activities) remains a high-risk area for schools.

That's why NZSTA recommends that boards review their EOTC policies and procedures annually.

Find out more about

- [Board responsibilities for Education Outside the Classroom \(EOTC\)](#)

Tip: You might like to attend an [EOTC through the board lens](#) seminar through Education Outdoors New Zealand (EONZ).

Finance & Property	
<p>Conduct your mid-year budget review.</p> <p>To ensure your finances are tracking as planned, it's good practice to conduct a mid-year budget review (once you've received your June year-to-date financial reports).</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Finance and property
Student Achievement	
<p>Conduct your mid-year student achievement review.</p> <p>One of the primary objectives for all boards is to ensure that: "every student at the school is able to attain their highest possible standard in educational achievement." It's good practice for boards to conduct a mid-year review to ensure students are achieving as they should.</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Student Achievement • NZSTA Student Achievement Online Course
Student Behaviour	
<p>Standdowns, suspensions, exclusions, and expulsions.</p> <p>We often get queries about the board's role in student behaviour management, particularly regarding suspension meetings.</p> <p>If you haven't already, read our suite of articles in the Resource Centre and contact us if you need more advice.</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Student Behaviour Management
Board as Employer	
<p>Principal's Professional Growth Cycle (PGC)</p> <p>By now, your principal will be well engaged with their professional learning network and their approved endorser.</p> <p>They should have shared the goals linked to any annual plan with your board or delegated board member, such as your presiding member.</p> <p>As per PGC Element "e", the principal's endorser should be considering whether they can confirm an annual statement towards the Teaching Council Standards of the Profession.</p>	<p>Browse these resources from the Teaching Council:</p> <ul style="list-style-type: none"> • PGC Elements • General information on the PGC
Learning and development opportunities	
<p>Register to attend a live learning event.</p> <p>We're now taking enrolments for the following events.</p> <p><u>Workshops</u></p> <ul style="list-style-type: none"> • Giving Effect to Te Tiriti o Waitangi- Part 2 <p><u>Webinars</u></p> <ul style="list-style-type: none"> • The Role of the Presiding Member- Part 3 • School Planning and Reporting- Part 1 • The Role of the Board Secretary 	<p>Browse and enrol in an event.</p> <ul style="list-style-type: none"> • Live Learning Event Registrations

<p>Events coming soon.</p> <p>We're putting the finishing touches on the following events and will let you know when they're open for registration.</p> <ul style="list-style-type: none"> • The Board's Role in Health, Safety and Wellbeing Workshops and Webinars • School Planning and Reporting Workshops 	<p>Browse and enrol in an event.</p> <ul style="list-style-type: none"> • Live Learning Event Registrations
<p>Enrol in an online course.</p> <p>You can choose from:</p> <ul style="list-style-type: none"> • Getting Started • An Introduction to School Boards • Board Meeting Essentials • Community Engagement • Student Achievement 	<p>Browse and enrol in an online course.</p> <ul style="list-style-type: none"> • NZSTA Online Courses
<p>Visit the Learning Library</p> <p>If you miss an event or want to review what was covered, visit our Learning Library to view recordings of past events, slide decks, and more.</p>	<p>Browse past events.</p> <ul style="list-style-type: none"> • Learning Library
<p>Housekeeping</p>	
<p>Check your progress.</p> <p>Ensure your board has completed all its tasks for Term 2 2023.</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Board Task Checklist – Term 2 2023 • Principal Task Checklist – Term 2 2023
<p>Check the requirements for filling any board member vacancies.</p> <p>Has there been any board member resignations since your last board meeting?</p> <p>When someone leaves the board, there are obligations to meet and processes to follow.</p>	<p>Find out more about</p> <ul style="list-style-type: none"> • Elections, Vacancies & Succession Planning



Get in touch



Advisory Support Centre

0800 782 435 Monday - Friday: 8.30am - 5pm

For Employment matters: eradvice@nzsta.org.nz

For Governance matters: govadvice@nzsta.org.nz

NZSTA Resource Centre

www.nzstaresourcecentre.org.nz

For Learning Event matters: nzstaevents@nzsta.org.nz

For Online Course matters: learningcentre@nzsta.org.nz