

Nau mai haere mai! Welcome to Leading an Effective Board

We will begin once all participants have joined the webinar.

All cameras and microphones have been turned off due to the number of participants.

A copy of this presentation and recording will be made available after the session.

Whakawhanaungatanga

Is the process of establishing links, making connections and relating to others.

Your host

Rod Lane

NZSTA Learning and Innovation Director

Your presenter

Liz de Kort

NZSTA Partner Provider

Your Q&A moderator

Ann Bixley

NZSTA Learning and Innovation Specialist



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Preparing our minds for the session

Whakataka te hau ki te uru

Cease the winds from the west

Whakataka te hau ki te tonga

Cease the winds from the south

Kia mākinakina ki uta

Let the breeze blow over the land

Kia mātaratara ki tai

Let the breeze blow over the ocean

E hī ake ana te atakura

Let the red-tipped dawn come with a
sharpened air

He tio, he huka, he hau hū

A touch of frost, a promise of a glorious day!

Tīhei mauri ora!

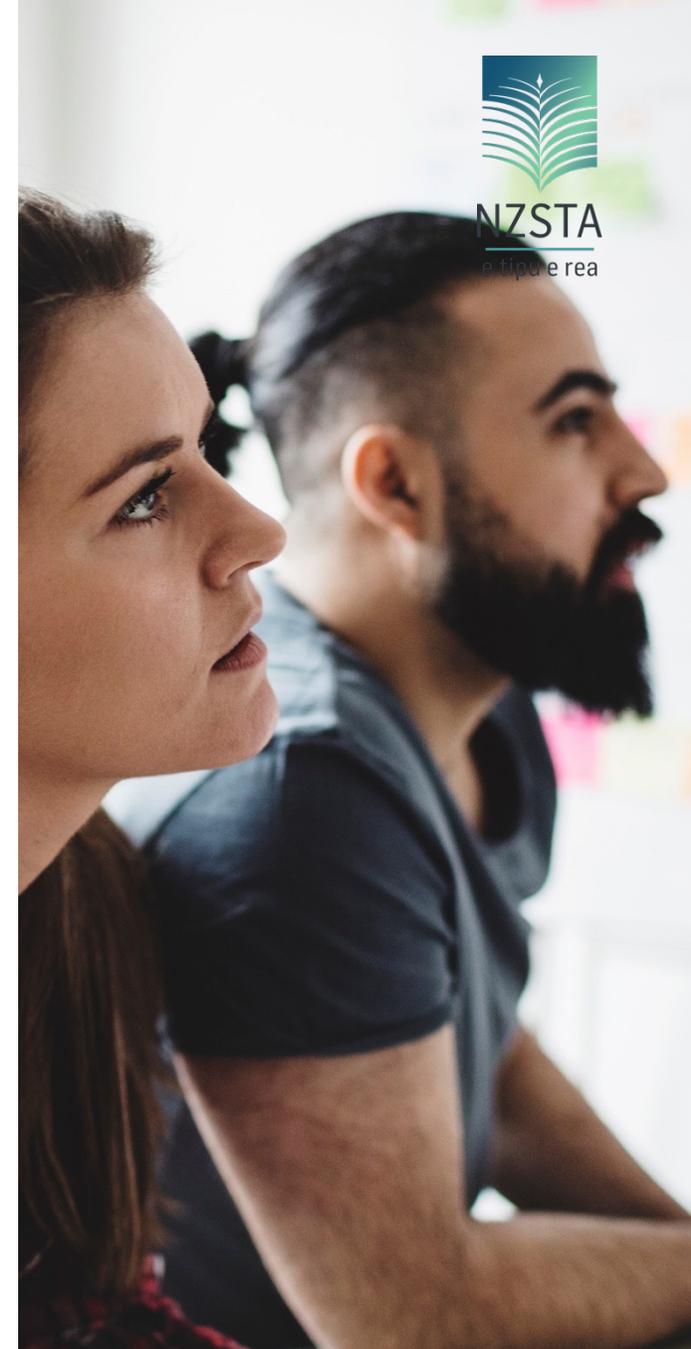
How this session works

- We'll cover the key concepts of leading an effective board based on the questions you asked during registration.
- You can use the Q&A function to ask any other questions as we go.
- A copy of this presentation and the webinar will be posted online tomorrow.
- **This webinar will finish at 8:15 pm.**
- Please complete our post-webinar survey when the session finishes.



What we'll cover tonight

1. The role of the presiding member.
2. The principal relationship.
3. Effective board meetings.
4. Next steps from here.



What is a presiding member?

- A board member who has been elected by the board to lead board meetings.
- This role used to be called "board chair" but is now called the "presiding member" in the Act.
- Principals, staff representatives, and student representatives cannot be the presiding member.



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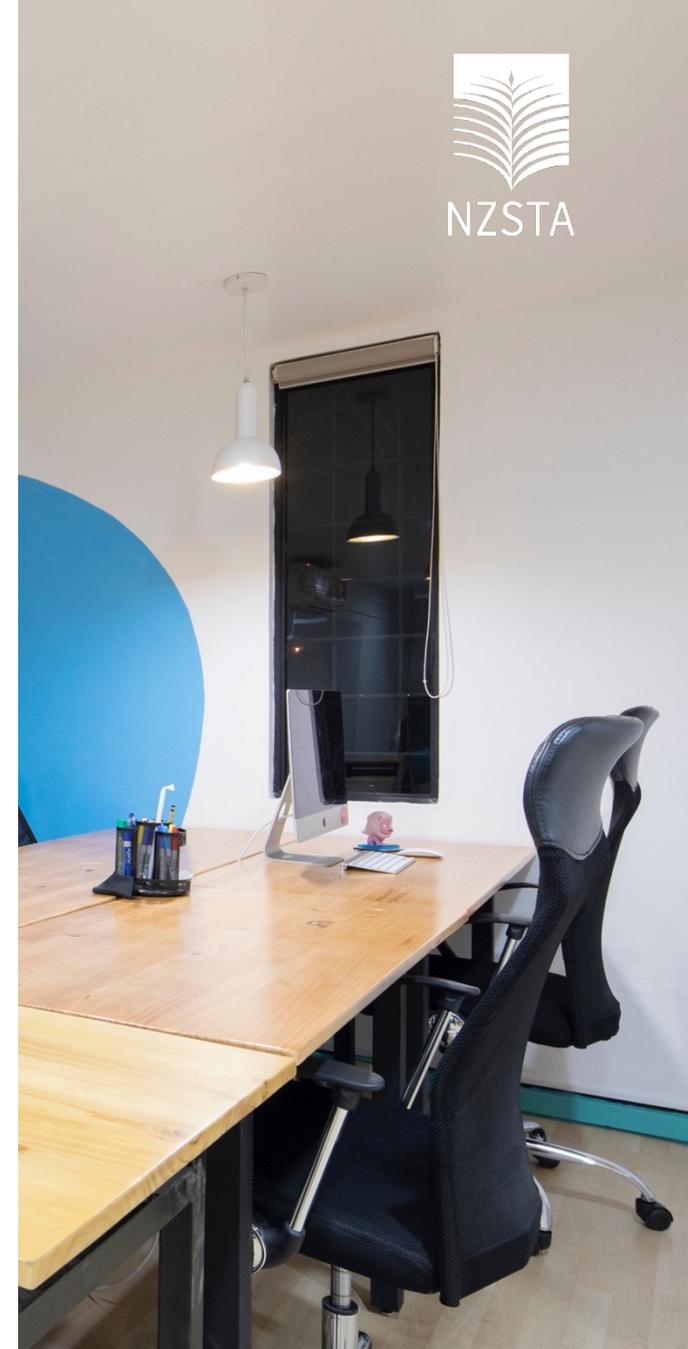


Up next...

When do we appoint one?

Questions from the audience

1. When does a board elect a presiding member?
2. How long are they appointed for?
3. Who can preside over a meeting if the presiding member is not present?



What does a presiding member usually do?

- Lead the board to work as a team and ensure the work of the board is done.
- Develop an effective and professional working relationship with the principal.
- Promote effective communication between the board and the wider community.
- The rules and procedures that boards must follow in their meetings are set out in:
 - [The Education \(School Board\) Regulations 2020](#)
 - [The Local Government Official Information and Meetings Act 1987](#)



What authority does a presiding member have?

- The presiding member guides the board, with guidance from the board.
- They have no more authority than anyone else (unless the board has granted it to them).
- The board must be clear about the role it wants the presiding member to undertake on the board's behalf.

Note: when it comes to board decisions, the presiding member does have an extra “casting vote” in the event of a tie.

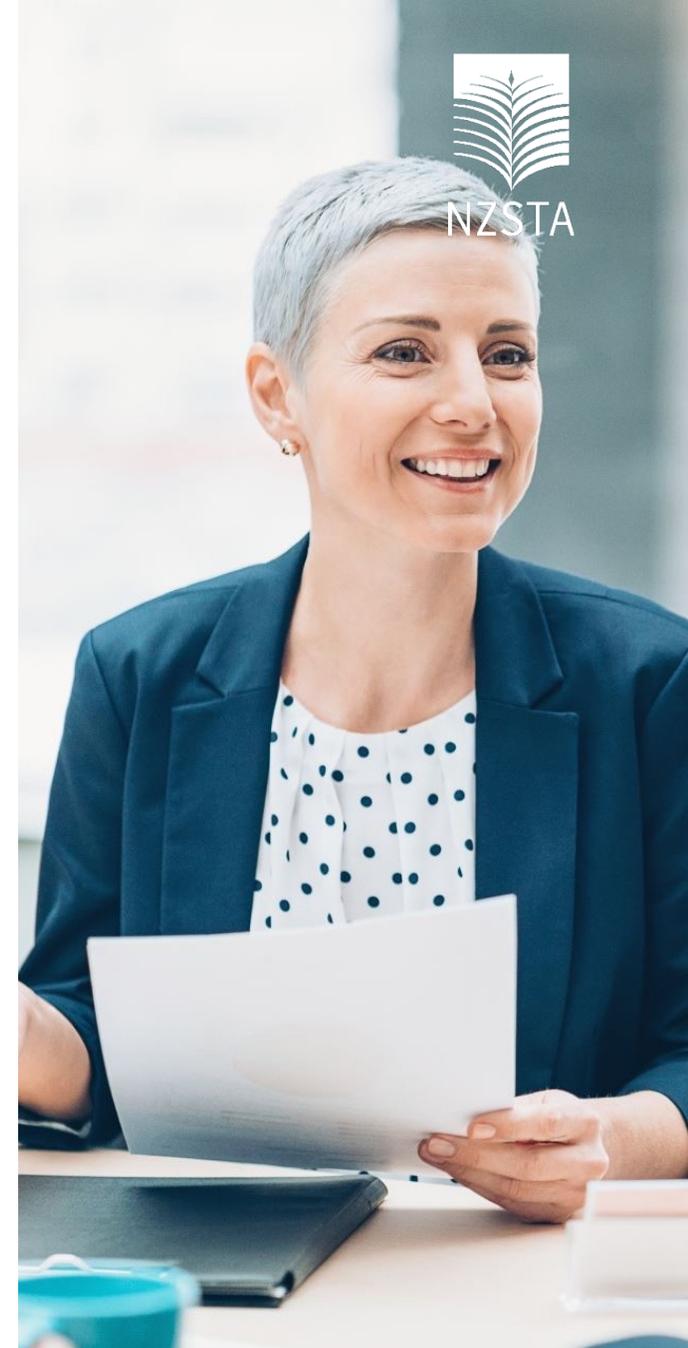


What skills or qualities should we look for?

Your board should consider someone who has:

- the ability to lead strategically and think critically.
- the capacity to commit adequate time to the role.
- strong interpersonal (relationship) skills.
- knowledge of the school community and education environment.
- the willingness to develop their skills by attending training, accepting and acting on feedback.
- experience in public speaking is also a bonus.

Tip: You can use our [sample board presiding member review template](#).



The role of the presiding member

Summary

- Every school board must have a presiding member, it cannot be the principal, staff or student representative.
- The presiding member guides the board, with guidance from the board.
- Appointing the right person is key to the board's success.
- Regular feedback helps presiding members be more effective in bringing boards together.

Questions your board could ask

- Do we understand the role of our presiding member? Does our presiding member understand their role?
- Do we have a presiding member role description policy in place?
- Do we evaluate the performance of our presiding member throughout the year and provide feedback?

What does an effective principal relationship look like?

The most important board relationship.

Is a positive, productive working relationship.

Is based on trust, integrity, and mutual respect.

Each party can act as a sounding board for the other.

Each party is clear about their role, responsibilities, and expectations of each other.



How to establish a good working relationship?

It's important to establish expectations upfront.

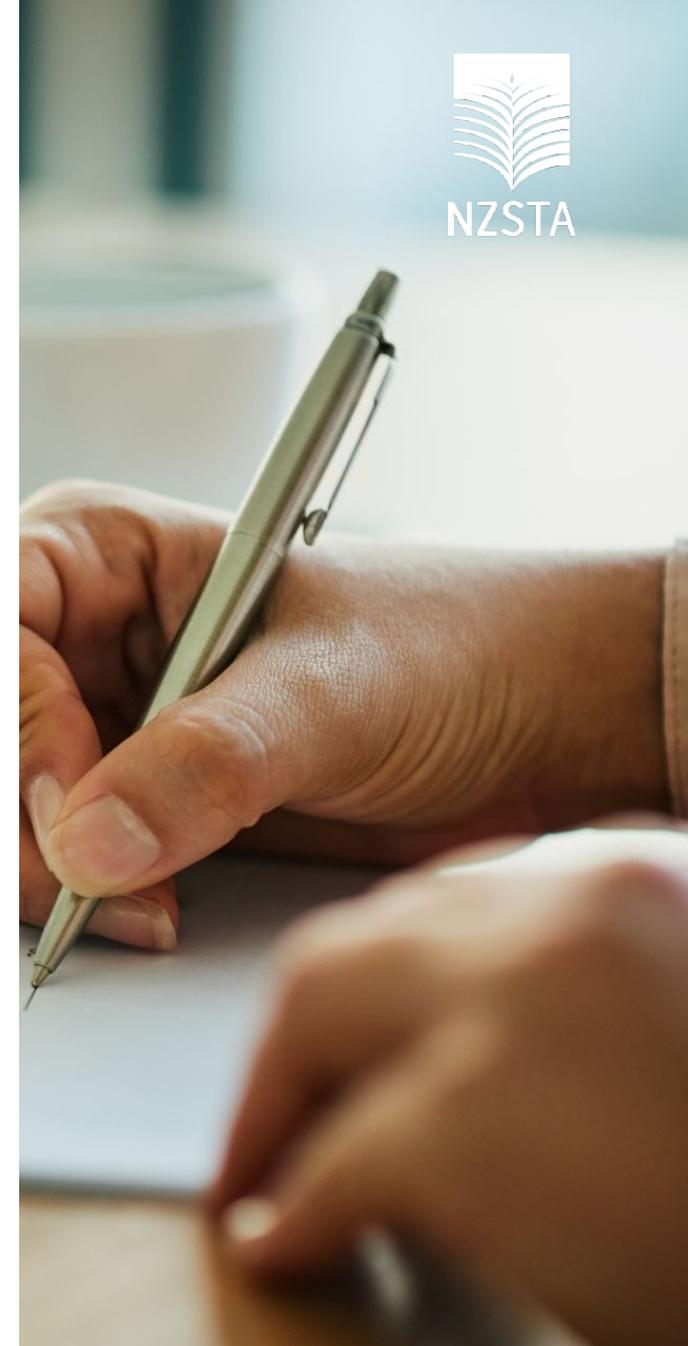
Expectations are clear and mutually acceptable.

We recommend having a policy in place.

A memorandum of understanding sets boundaries.

It can be a document or simply a discussion – let's take a look.

Tip: You can use our [sample relationship between the presiding member and principal policy](#).



Memorandum of understanding

Some potential questions to consider:

- What do you see as your role, what are your expectations of me?
- What is your understanding of the vision of the school?
- What responsibilities do I have to work, family, etc.?
- When can I and can't I be contacted? How?
- When are our formal and informal meetings?
- What situations **must** you be contacted? When would you **like** to be contacted?
- What does it mean to be each other's critical support person?
- We agree to no surprises at board meetings - what does this mean?
- What is the process for opening and distributing mail?

The principal relationship

Summary

- Is one of the most important relationships the board entrusts its presiding member to manage.
- Having a positive, productive working relationship is key to the success of the board and the school.
- Establishing the working relationship upfront means that expectations are clear and mutually acceptable to both parties.
- Maintain a no surprises policy.

Questions your board could ask

- Do our presiding member and principal have a good working relationship?
- Do we have a relationship between the presiding member and principal policy?
- Do our presiding member and principal have a memorandum of understanding in place?

Questions from the audience

1. When should the presiding member communicate instead of the principal?
2. Should the board be made aware of everything the presiding member is aware of?



Question from the Audience

Katrina McChesney

“How do you balance between being closely informed and judging what things the whole board needs to know?”

Signs of an effective meeting

The presiding member's role at board meetings is to make sure they are effective!

The following are signs that things are working as they should:

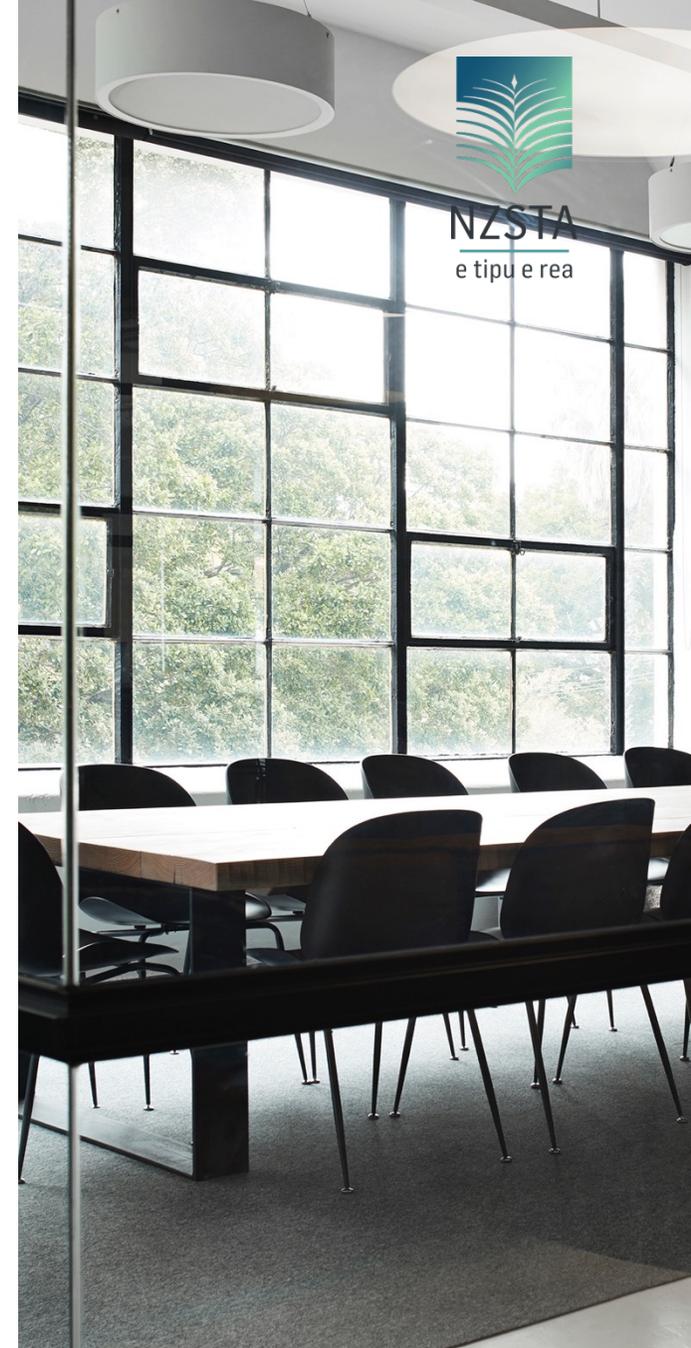
- board members speak up and speak out.
- mutual respect
- strategically focused
- explore new ideas and changes
- clarity of decision-making processes
- meeting length is appropriate
- meeting environment is comfortable and professional



Tips for effective meetings

- Develop a board workplan.
- Have a clear, itemised and timed agenda.
- Ensure board reports and information are distributed in time.
- Consider using board committees to ensure the work of the board gets done.
- Appoint a board secretary or minute taker who is not a board member.
- Develop clear and agreed board meeting protocols.

Tip: You can use our [sample meeting protocols template](#)



Question from the Audience

Garrick Wood

“What is the ideal structure of the meeting and how should time be allocated?”

Tips to for effective discussion

- Each motion should deal with only one matter or issue.
- Discussion must be limited to the matter at hand.
- The presiding member should ensure that discussion does not stray from this.
- Speakers who stray from the matter or attempt to introduce new matters should be ruled out of order.
- Each speaker should be allowed to speak once on a subject under debate.
- The presiding member may refuse to allow a board member to speak again until everyone has had a chance to speak.



Consider your last meeting

- Were pre-meeting materials concise and helpful?
- Did everyone arrive well prepared?
- Was the meeting agenda well thought out and sent in advance?
- Were the issues covered in the meeting trivial or important?
- Did your discussions focus mostly on governance matters?
- Did you stay focused on the subject in our discussions?
- In the meeting, were you largely proactive or reactive?
- Did anyone or anything hinder this meeting from going well?
- How well did you accomplish the results you expected from this meeting based on the set agenda?
- What could you do to improve the next meeting?



Effective board meetings

Summary

- The presiding member's role at board meetings is to make sure they are effective.
- Establishing board meeting protocols will help set expectations for all board members.
- Your board should regularly evaluate its meetings and look for ways to improve them.

Questions your board could ask

- How effective are our board meetings?
- Do we have a board meeting protocols policy in place?
- Do we regularly evaluate our meetings and look for ways to improve?

Questions from the audience

1. What is the optimal duration for a board meeting?
2. How do you keep from crossing from governance into management?
3. How do you shift from spending too much time on administration and monitoring to focusing on strategic goals and aims?
4. How do you manage disruptive board members who come to meetings with personal agendas?
5. What do you do when financial information is 1,2,3 months behind?



Question from the Audience

Mereana Anderson

“What is the process when a teacher complains about a parent who is also a board member?”

Next steps

- A copy of this presentation and the webinar will be posted online tomorrow.
- You'll find these in the workshop resources section of our knowledge hub, along with our Leading an Effective board workbook.
- A summary of the Q&A will also be posted here as soon as it's available.
- NZSTA offers a free mentoring service for all our presiding members.
- Contact us to find out more
0800 782 435
govadvice@nzsta.org.nz Governance




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EFFECTIVE GOVERNANCE **LEADING AN EFFECTIVE BOARD**

Learning Outcomes: What does success look like?

By the end of this workshop you should be able to:

- Recognise the legislation that relates to board meetings and the processes that must be adhered to
- Explain the key roles that the board presiding member undertakes on behalf of the board
- Describe the attributes that the board should be looking for when electing a board presiding member
- Define the board's key internal relationships and how to manage these effectively
- Identify the key elements of effective board meetings and a practical approach to optimising yours

Karakia

Ka whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Haumi e. Hui e. Tāiki e!

Restrictions are moved aside

So the pathway is clear

To return to everyday activities

Enriched, unified and blessed!



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Thank you!
Please contact us for
help and support.

0800 782 435

govadvice@nzsta.org.nz for governance matters

eradvice@nzsta.org.nz for employment matters