

# Nau mai haere mai, welcome to the role of the Student Representative

**Congratulations on becoming a Student Representative!**

We will begin once everyone has joined this session.

All microphones have been turned off to start with (due to the number of people attending).

A copy of this presentation and any questions and answers will be made available after the session.

# 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!

# Whakawhanaungatanga

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

Your hosts:

Facilitator:

Gigi Hollyer  
NZSTA Partner Provider

Co-host:

Ann Bixley  
NZSTA Regional Advisor,  
Otago, Southland and Chatham Islands



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# Your NZSTA support



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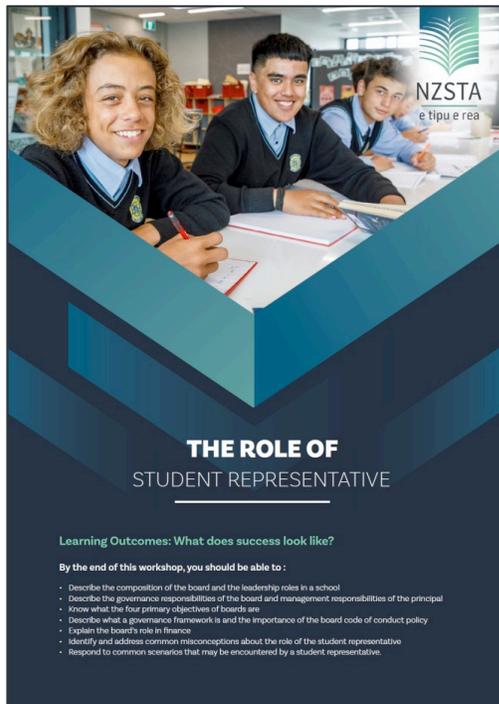
## Handbook



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### Student Representative Handbook 2021

## Workbooks



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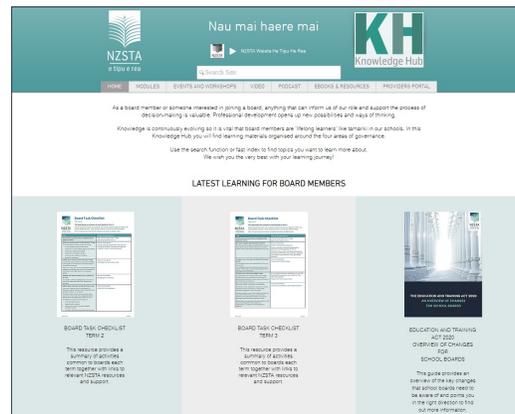
### THE ROLE OF STUDENT REPRESENTATIVE

Learning Outcomes: What does success look like?

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

- Describe the composition of the board and the leadership roles in a school
- Describe the governance responsibilities of the board and management responsibilities of the principal
- Know what the four primary objectives of boards are
- Describe what a governance framework is and the importance of the board code of conduct policy
- Explain the board's role in finance
- Identify and address common misconceptions about the role of the student representative
- Respond to common scenarios that may be encountered by a student representative.

## Online Resources



Nau mai haere mai

NZSTA Knowledge Hub

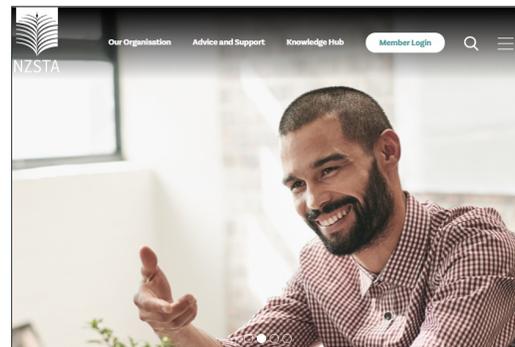
Home | Modules | Events and Workshops | Video | Podcast | Books & Resources | Providers Portal

As a board member or someone interested in joining a board, anything that can return us of our role and support the process of decision-making is valuable. Professional development opens up new possibilities and ways of thinking. Knowledge is continuously evolving and it is vital for board members and 'thinking partners' who operate in our schools. In this Knowledge Hub you will find learning materials organised around the four areas of governance.

Use the search function or tap into the topics you want to learn more about. (We want you to be very busy with your learning journey!)

#### LATEST LEARNING FOR BOARD MEMBERS

- BOARD TASK CHECKLIST 2021-22
- BOARD TASK CHECKLIST 2020-21
- EDUCATION AND TRAINING OF 2020-21 CHANGES FOR SCHOOL BOARDS



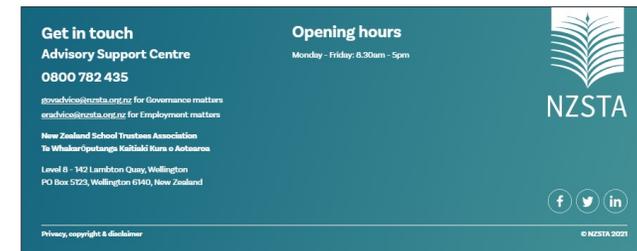
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Our Organisation | Advice and Support | Knowledge Hub | Member Login

### Nau mai haere mai. Welcome

At New Zealand School Trustees Association (NZSTA) we provide a range of services to all school boards to support and enhance boards' capability in governance and employment. We are the most influential leader of effective school governance in Aotearoa and represent the interests of our member boards.

## People to Help



Get in touch  
Advisory Support Centre  
0800 782 435

Opening hours  
Monday - Friday: 8.30am - 5pm

nzstachoice@nzsta.org.nz for Governance matters  
nzstachoice@nzsta.org.nz for Employment matters

New Zealand School Trustees Association  
Te Whakarūpūtanga Kaihāki Kura o Aotearoa

Level 8 - 142 Lambton Quay, Wellington  
PO Box 5123, Wellington 6140, New Zealand

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# How this session works

## During the session

- Please remain on mute with your video on.
- Use the chat function to ask any questions
- Time to answer session at the end.

## After the session

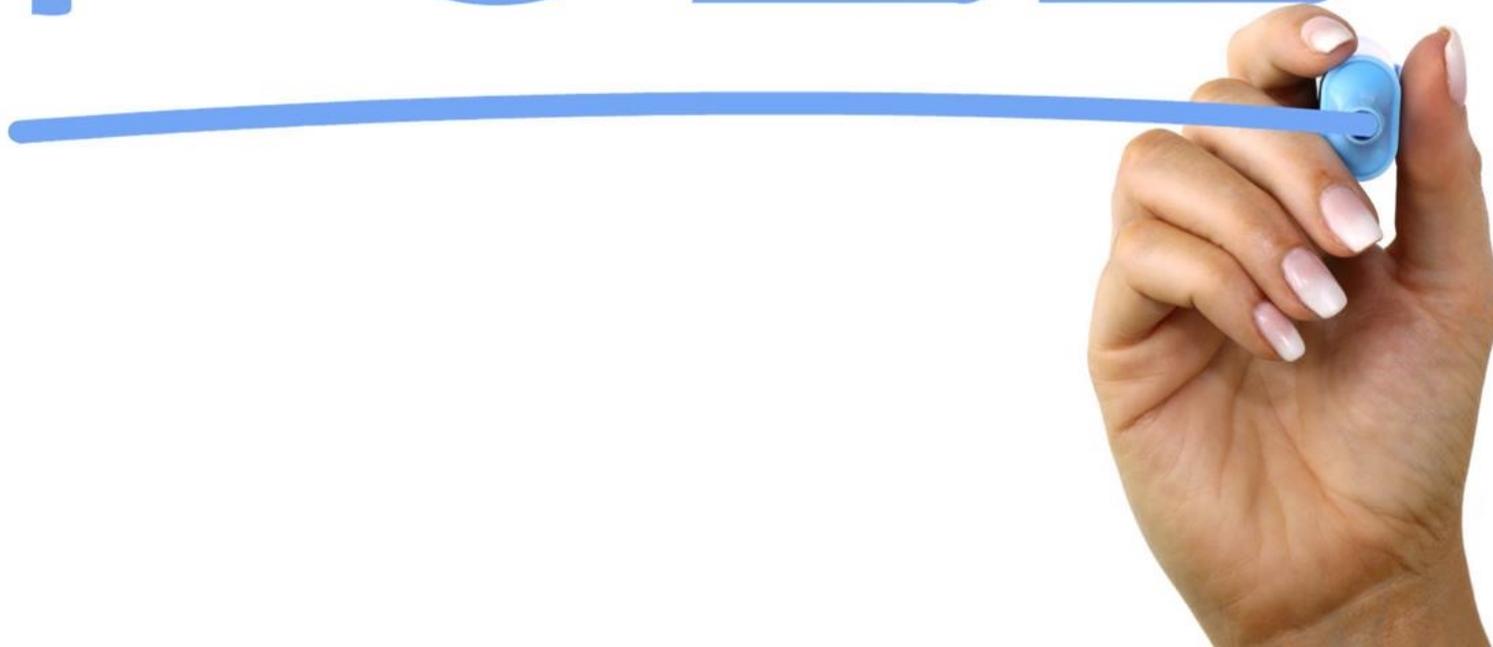
- A survey will pop up on your screen
- We'll send you a copy of this presentation and a summary of the Q&A.

Let's get to know each other



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POLL



# What we'll cover today

1

Why did you become the student rep and what do you know about the role?

2

Board roles, responsibilities, and policies.

3

Board meetings, conflicts of interest and committees.

4

Managing relationships with others and how best to represent.

5

Question and answer session.

6

Next steps on your journey as a student representative.

# Breakout activity

Have a chat about the questions below with your group.

1. Why did you put your hand up to be the student representative?
2. What do you already know about the role?

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# Did you know?

- School boards are the single largest group of crown entities.
- There are about 2,500 schools and kura in New Zealand.
- Approximately 18,000 people are serving on school boards.
- This includes around 500 student representatives.
- The Education and Training Act 2020 sets out the law for everyone involved in education

# What is a school board?

3-7 Parent Representatives (usually 5)  
term: 3 years

Proprietor's  
appointees  
(usually 4)  
term: 3 years

**Wider school  
community members**

1 Student  
Representative  
term: 1 year

Co-opted  
members  
term: up to 3 years

**Within school  
members**

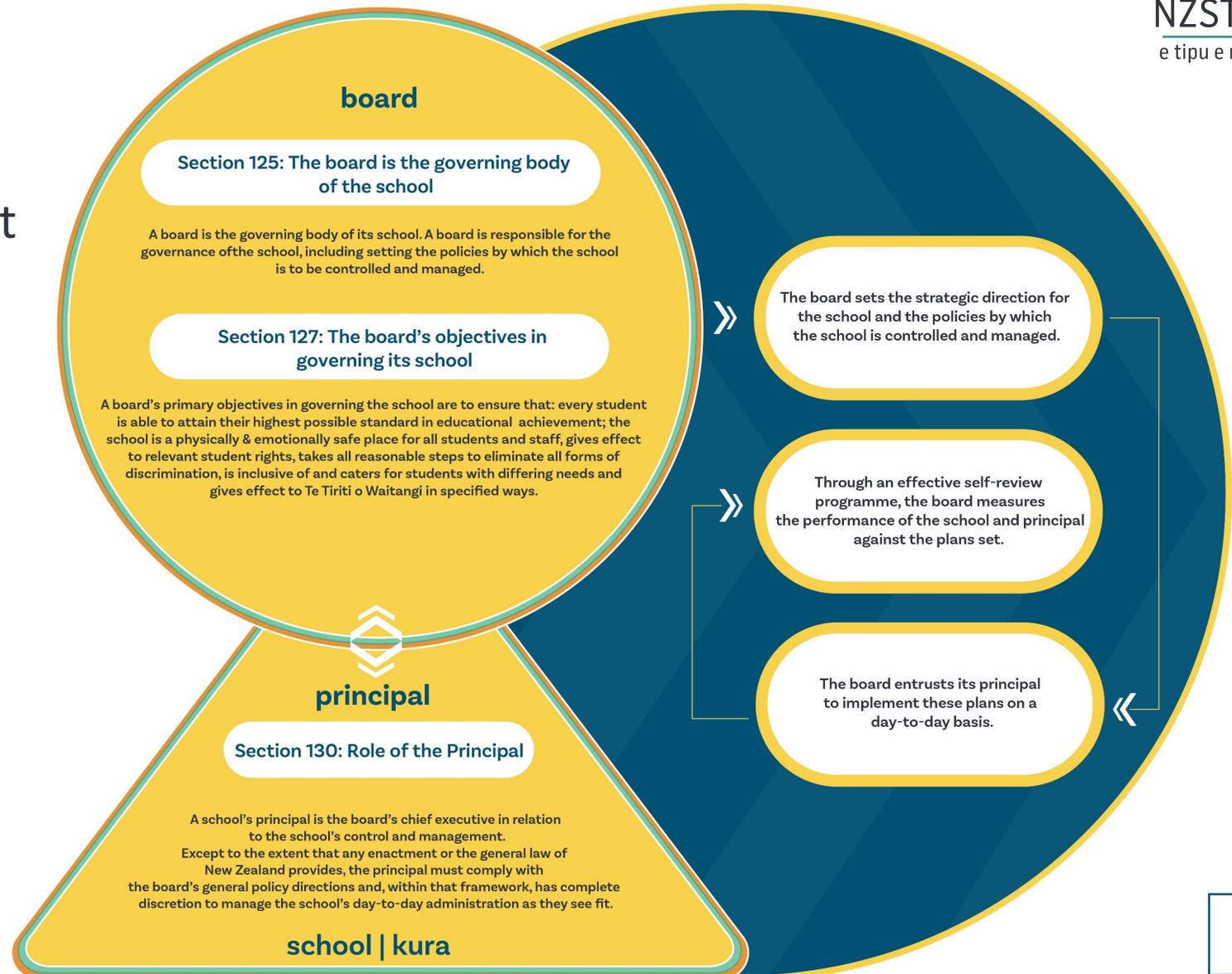
1 Staff  
Representative  
term: 3 years

Principal

**Everyone has equal standing, voice, vote and accountability.**

# How does the board govern the school?

- Boards govern the school, they set the high level ‘what and why.’
- Principals manage the school, they decide and carry out, the ‘how.’



# Breakout activity

Have a chat about the question below with your group.

“Every student is able to attain their highest possible standard in educational achievement”

What do you think this objective means?

# The Board's governance framework

- Contains all the policies and procedures that govern your school.
- All board members should be familiar with the Board's governance framework documents.
- Particularly:
  - Strategic plan
  - code of conduct; and
  - student representative role description

## PART A: Annually updated policies

1. Board member register
2. Board workplan
3. Charter / strategic plan
4. School delegations list

Click on this picture to access the templates online

## PART B: Governance policies

1. Board roles and responsibilities policy
2. Board code of conduct policy
3. Board remuneration and expenses policy
4. Conflict of interest policy
5. Presiding member role description policy
6. Staff and student representative role description policy
7. Relationship between presiding member and principal policy
8. Principal performance management policy

## PART C: Processes and procedures

1. Meeting protocols
2. Public attending board meetings
3. Meeting agenda
4. Meeting checklist
5. Evaluation of meeting
6. Committee principles
7. Review committee terms of reference
8. Student behaviour management committee terms of reference
9. Finance committee terms of reference and annual calendar
10. Board member induction process
11. Concerns and complaints process
12. Board complaints checklist
13. Internal evaluation process
14. Triennial review programme

## PART D: Operational policies

1. Responsibilities of the principal policy
2. Curriculum delivery policy
3. Personnel policy
4. Appointments policy
5. Financial planning policy
6. Financial condition policy
7. Asset protection policy
8. Protection and sharing of intellectual property (Creative commons) policy
9. Health and safety policy
10. Child protection policy
11. Managing challenging behaviour and physical restraint policy

# What are the expectations of being a board member?

- Most boards will have a code of conduct.
- This sets out clear expectations and guidelines for how every board member behaves.
- You may be asked to agree to and sign a code of conduct.



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## B2. Board code of conduct policy

### Outcome statement

The board will act in an ethical and respectful manner.

### Scoping

Every member of the board will have access to the code of conduct and opportunities to discuss its expectations of their behaviour. Board business will be conducted in an ethical and respectful manner, in accordance with legislation and board policy.

### Expectations and limitations

As members of an effective governance team, each member of the board shall:

- ensure the needs of all students and their achievement is paramount
- uphold the principles of Te Tiriti o Waitangi
- be loyal to the school and its mission
- maintain and understand the values and goals of the school
- protect the special character / different character / principles of Te Aho Matua and any special characteristics of the school
- publicly represent the school in a positive manner
- respect the integrity of the principal and staff
- observe the confidentiality of non-public information acquired in their role as a member of the board and not disclose to any other persons such information that might be harmful to the school
- be diligent and attend board meetings prepared for full and appropriate participation in decision making
- ensure that individual board members do not act independently of the board's decisions
- speak with one voice through board policies and ensure that any disagreements with the board's stance are resolved within the board
- in the course of board meetings, disclose any interests in a transaction or decision where they, their family and/or partner, employer or close associate will receive a benefit or gain and leave the meeting for the duration of discussion and/or voting in relation to the matter
- recognise the lack of authority in any individual board member or committee/working party of the board in any interaction with the principal or staff
- recognise that only the presiding member (working within the board's agreed presiding member role description or delegation) or a delegate working under written delegation can speak for the board
- continually self-monitor their individual performance as a member of the board against policies and any other current board evaluation tools
- be available to undertake appropriate professional development.

# Your student representative role description

- Not all board's have a role description policy for their staff and student representatives, but many do.
- You may be asked to agree to this as well.



## **B6. Staff representative role description policy**

## **B7. Student representative role description policy**

### **Outcome statement**

The staff/student representative brings a staff/student perspective to board discussion and decision making.

### **Scoping**

As a member of the school board, the staff/student representative is elected by their peers to serve the interests of the school at governance level. They have equal voice, vote, standing and accountability to any other board member.

### **Expectations and limitations**

Staff/Student representative accountability measures		Standard
1. To work within the board's charter/strategic plan.	1.1	The charter/strategic plan is obviously considered in board decisions.
2. To abide by the board's governance and operational policies.	2.1	The staff/student representative has a copy of the governance manual and is familiar with all board policies.
3. The staff/student representative is first and foremost a board member and must act in the best interests of the students at the school at all times.	3.1	The staff/student representative is not a staff/student advocate.
	3.2	The staff/student representative does not bring staff/student concerns to the board.
4. The staff/student representative is bound by the board code of conduct.	4.1	The staff/student representative acts within the code of conduct.
5. It is not necessary for the staff/student representative to prepare a verbal or written report for the board unless specifically requested to by the board.	5.1	No regular reports are received unless a request has been made by the board on a specific topic.

### **Procedures/supporting documentation**

*Board to enter own documentation.*

### **Monitoring**

*Board to enter own monitoring and reporting procedures.*

### **Legislative compliance**

# Breakout activity

Have a chat about the scenario below with your group.

Students at your school are unhappy with the quality, choice and cost of food on sale.

The student council has done a survey and asked you to take feedback to the board.

What would you do?

# The role of the student representative



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Next steps on your journey as a student representative.

# Board meeting overview?

## Board meetings:

- are private but are held in a public space.
- are open to the public to observe except the public excluded business (in-committee) section.
- must have a 'quorum'.
- are normally held every 4 - 6 weeks but must be within 12 weeks.
- should take around 2 – 2.5 hours.
- are paid if you attend them - tax free up to \$605.

# What happens before the board meeting?

- The presiding member will let the public know when and where the next meeting is.
- All board members will receive an information pack containing:
  - meeting agenda,
  - minutes from last meeting,
  - correspondence in/out,
  - the principal's report, and
  - any other reports/information such as the financial accounts, etc.
- Your job is to read the information pack and be prepared to discuss, ask questions and make decisions at the next board meeting.

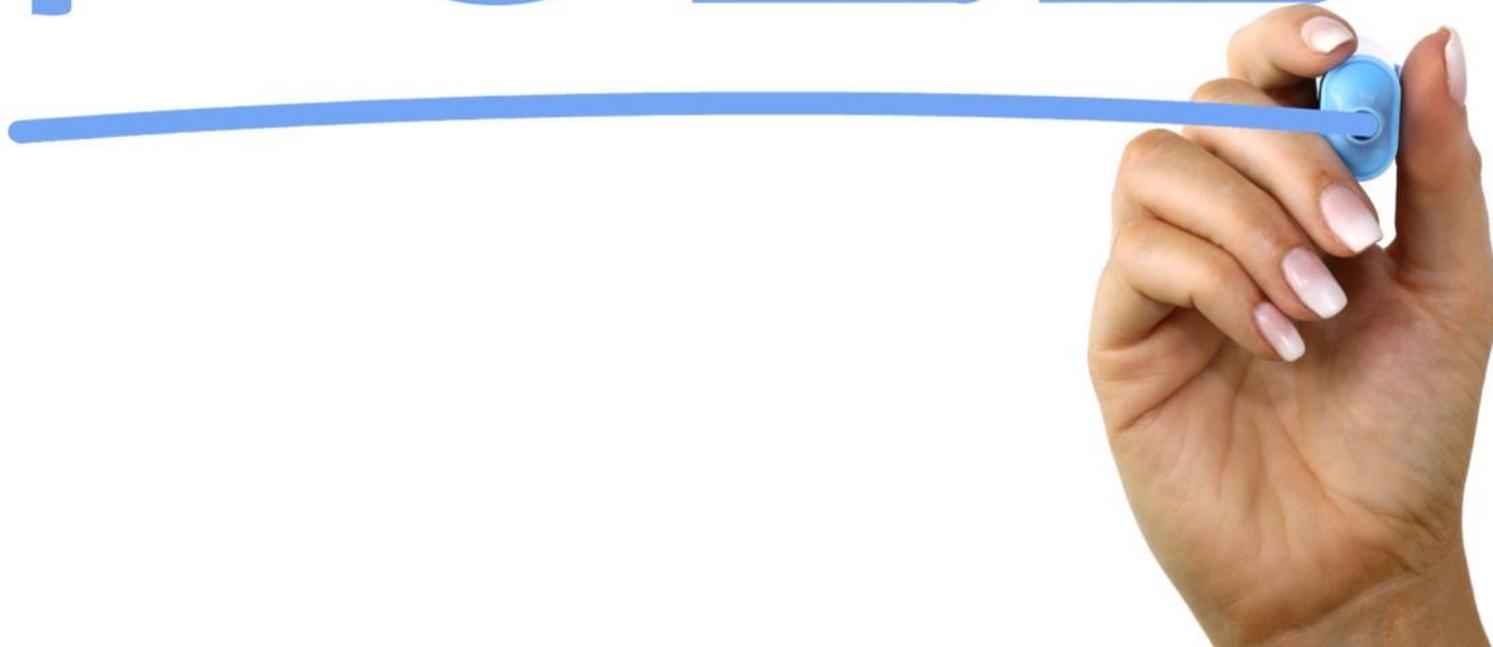
# What happens at the board meeting?

The usual format is as follows.

- Opening the meeting - welcome, karakia, introduce guests, etc.
- Board administration - who is there, apologies, conflicts of interest, etc.
- Confirm the agenda for the meeting.
- Accepting previous minutes – matters arising discussions.
- Principal presents their report with discussion and decisions on agenda items.
- Discussion and decisions on any other agenda items.
- Board moves into public-excluded business (if required e.g., to discuss employment or other sensitive matters).
- Closing meeting – outline of actions, karakia, farewell, etc.

# Board meeting quiz

POLL



# What is a conflict of interest?

A board member might have a conflict of interest because of their:

- financial affairs,
- relationship they have with someone, or
- something they have said or done

They may be a standing conflict, or they may occur sporadically; they can be real or perceived.

## The test is...

‘Would an outside observer (member of the public) think you influenced a decision of the board in your favour?’

If yes – declare it to the Board.

# What are committees?

- Delegated group who undertake work on the board's behalf.
- Must have at least one board member
- The most common committees used by boards include:
  - finance committees,
  - student behaviour management committees,
  - staff appointment committees, and
  - complaints committees.
- You can be part of any committee (unless you have a conflict of interest).
- Just make sure you've got time to do the work before volunteering!

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# Maintaining Relationships

- You are dealing with information that relates to the people you see every day.
- This may include student behaviour and staffing issues.
- You will need to uphold high levels of discretion and confidentiality.
- Board communication should go through the Presiding member.
- Discuss anything that makes you feel uncomfortable, or you don't want to be part of, with the presiding member.

# Relationship with school staff

## With your principal

- Being a boss and a student!
- No surprises policy.
- Governance or your own personal matters only.

## With other school staff

- Don't make boss jokes!
- Be discrete and confidential.
- Only discuss staff matters at the board table.

# Relationship with other students

Your relationship with other students should stay the same.

Remember to be mindful of:

- your involvement in day-to-day student initiatives,
- the impact of student behaviour management decisions,
- how to manage complaints in the right way, and
- change takes time!

# How do I represent the student body?



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One of the challenges for all board members, is wondering if you have made a positive difference?

Here's some ideas on how you can do this:

- get familiar with your school's strategic plan,
- get actively involved in board meetings,
- voice what you consider will be the impact of board decisions on students,
- understand your fellow students, and
- keep notes, consider how you can make the role better for the next student representative, and celebrate your successes!

# Breakout activity



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Have a chat about the scenario below with your group.

The board are forming an appointment committee to employ a new principal.

You've been told this will not involve you, but you believe there are some things the committee should consider.

What would you do?

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# Q&A Time!



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Next steps on your journey as a student representative.

# Next steps from here

- Get familiar with your board's policies and strategic plan.
- Find out what's expected from you for the next board meeting (and that you're getting paid).
- Put your board meeting dates in your calendar so you plan ahead.
- Check out the other workbooks on our Knowledge Hub so you can find out more about boards over the holidays.
- Complete the survey that will pop up on your screen after this session.
- Own the Student Representative Role!

Remember - you have equal standing, voice, vote and accountability to all other board members.

# 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](mailto:govadvice@nzsta.org.nz)

[eradvice@nzsta.org.nz](mailto:eradvice@nzsta.org.nz)

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