

## 2.6 Committee Principles (including Terms of Reference)

The Board may set up committees to help carry out its responsibilities and due process (e.g. Staff appointments, internal audit, disciplinary, finance, property etc.)

*Education Act 1989, section 66*

- the Board has the authority to delegate any of its powers to a special committee except the power to borrow money.

Board committees:

1. are to be used sparingly to preserve the board functioning as a whole when other methods have been deemed inadequate;
2. can consist of non-trustees. Committees must have a minimum number of 2 persons, at least one of whom must be a trustee;
3. may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the principal or the chair;
4. help the board (not the staff) do its work;
5. other than the board discipline committee must act through the board and therefore can only recommend courses of action to the board and have no authority to act without the delegated authority of the board;
6. assist the board chiefly by preparing policy alternatives and implications for board deliberation. Board committees are not to be created by the board to advise staff; and
7. are to have terms of reference drawn up as required. It is suggested that these contain information about the following:
  - a. purpose
  - b. committee members
  - c. duties and responsibilities
  - d. delegated authority

### Delegated authority for all Board committees

The Board may choose to delegate authority to any of its committees to make a decision on a specific issue on behalf of the Board. Delegation will be made in a minuted resolution which clearly describes the authority being delegated, including an expiry point or date for the delegation. In matters of utmost urgency occurring outside of a scheduled Board meeting, such as a risk to health or safety, the resolution may be put and decided upon by email to all Board members.

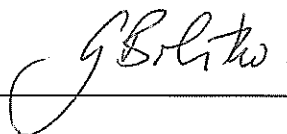
### Non-Board members on Board committees

The Student Disciplinary committee is made up solely of Board members. For other committees, where appropriate, other members of the community with relevant skills and knowledge may be included.

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Review Date (Annual): September 2018

Signed by the Chairperson of the  
Board of Trustees on behalf  
of the Board of Trustees



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**APPENDIX 1 - FINANCE COMMITTEE  
TERMS OF REFERENCE**

**Purpose**

The Board of Trustees has overall responsibility for the financial management of the College. The day-to-day management of the College's finance and budget rests with the Principal.

The Finance Committee is responsible for providing guidance and advice to the Principal and the Board on financial matters. From time to time, the Committee may also make decisions on behalf of the Board in accordance with its delegated authority.

**Committee Membership**

All members of the Board are eligible to be part of this Committee. Membership will include:

- At least one board member
- The Principal (ex-officio), who may from time to time require support from member(s) of the school community

A quorum will be at least half of the Committee, including at least one board member and the Principal.

*Current members excluding the Principal:*

Matt Oliver (Chair)	Executive Officer
Paula Thomson	Finance Manager
Mark Fearon	

**Duties and Responsibilities**

1. Work with the Principal, recommend to the Board an annual operating and capital budget.
2. Oversee the preparation of the annual accounts for Board approval.
3. Determine the level of budgetary discretion available to the Principal.
4. Monitor the annual budget and provide regular reports to the Board, highlighting any matters of significance.
5. Review accounts passed for payment by the school and advise the Board of any issues or potential issues.
6. Advise the Board regarding additional funding sources.
7. Where appropriate, assist the Principal to prepare a financial results report to be provided to the Board by the Principal at every Board meeting.
8. Recommend to the Board changes to financial policies.
9. Assist the Principal in reporting financial performance to parents and the community.
10. Provide input into the College's strategic plan for Board approval.
11. Prepare special reports, as required, for consideration by the Board.
12. Annually review the College's risk management needs and insurance cover and report to the Board.
13. Assess requests for spending on individual items outside of budget and make recommendations to the Board.
14. Annually review the Committee Terms of Reference and recommend to the Board for approval.

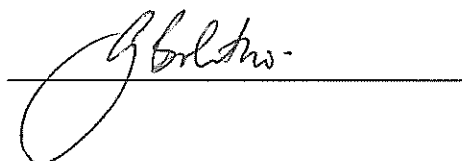
**Delegated authority**

Authority may be delegated to the Finance Committee for a specific issue in accordance with the section in this policy regarding Delegated authority for all Board committees.

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**APPENDIX 2 – PROPERTY COMMITTEE  
TERMS OF REFERENCE**

**Purpose**

In accordance with NAG 4, it is the responsibility of the Board to ensure that all College assets, including “property” (land, buildings and associated infrastructure) provide a safe, healthy and suitable learning environment for students and that such assets are adequately protected and maintained.

The purpose of the Property Committee is to provide guidance and advice to the Principal and the Board in fulfilling the Board’s obligations. The Principal is responsible for the day-to-day management of the College’s assets, including property.

**Committee Membership**

All members of the Board are eligible to be part of this Committee. Membership will include:

- At least one Board member
- The Principal (ex-officio), who may from time to time require support from member(s) of the school community

A quorum will be at least half of the Committee, including at least one Board member and the Principal.

*Current members excluding the Principal:*

Geoff Bolitho (Chair)	Lawrence Kirby
Matt Oliver	Property Manager
Mark Fearon	Executive Officer

**Duties and Responsibilities**

1. Ensure that 5-year and 10-year property plans are in place to support achievement of the College’s vision, mission and values, reflecting the priorities agreed by the Board.
2. Support the Principal in the development of specific property-related plans and projects in line with the 5 and 10-year Property Plan.
3. Submit to the Board for approval any project budgets and plans which support the 5 and 10-year Property Plan.
4. Support the Principal to implement property-related plans and projects agreed to by the Board, and report progress to the Board a regular basis. Report also to any other interested parties (community, neighbours etc.) as determined necessary by the Board.
5. Ensure adequate maintenance of property is carried out and is compliant with any current asset management agreement, and that any issues or matters of significance are signalled to the Board. This will include regular reviews of the Hazard Register maintained by the Property manager.
6. Recommend to the Board changes to property-related policies.
7. Annually review the Committee Terms of Reference and recommend to the Board for approval.

**Delegated authority**

Authority may be delegated to the Property Committee for a specific issue in accordance with the section in this policy regarding Delegated authority for all Board committees.

Responsibility for the day-to-day management of the College’s assets, including property, is delegated by the Board to the Principal.

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**APPENDIX 3 – STUDENT DISCIPLINARY COMMITTEE  
TERMS OF REFERENCE**

**Purpose**

The purpose of the Student Disciplinary Committee is to ensure that all processes relating to the suspensions of students adhere to the requirements of the Education Act 1989, Education rules 1999 and Ministry of Education guidelines and Paraparaumu College's own policies and procedures.

**Committee Membership**

All members of the Board excluding the Principal and the Student Trustee are members of this Committee, subject to the requirements of the Disclosures of Interest Policy. The Chair is as determined below or in their absence will be determined by the Committee. A quorum will be half of the Board's eligible trustees.

*Current members:*

Matt Oliver (Chair)	Geoff Bolitho
Paula Thomson	Leah Gifford
Lawrence Kirby	Lee Norris
Alex McKenzie	

In Attendance  
Board Secretary

**Duties and Responsibilities**

The committee will:

1. Make decisions on disciplinary matters on behalf of the Board as necessary.
2. Act in fairness, without bias or prejudice and with confidentiality.
3. Act within legislation and the Ministry of Education guidelines.
4. Act only on written and agreed information, not verbal hearsay.
5. Use processes of natural justice in discipline hearing procedures.
6. Consider appropriate and relevant school policies when making decisions in disciplinary matters.
7. Recommend to the Board or the Principal changes to policies or procedures (respectively) relating to student discipline.
8. Annually review the Committee Terms of Reference and recommend to the Board for approval.

The Board will be kept informed of the number of stand-downs, suspensions, exclusions and expulsions at each Board meeting by the Principal.

**Delegated authority**

The powers conferred on the Board under Sections 15 and 17 of the Education Act 1989 are delegated to the Student Disciplinary Committee of the Board of Trustees.

Delegated authority does not relinquish the Board's responsibility as a whole for any decision that is made.

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A handwritten signature in cursive script, reading 'G Bolitho', is written over a horizontal line.

**APPENDIX 4 – PERSONNEL COMMITTEE  
TERMS OF REFERENCE**

**Purpose**

It is the responsibility of the Board to ensure that Paraparaumu College is a good employer and promotes the fair and proper treatment of employees in all aspects of their employment. The purpose of this Committee is to assist the Board in meeting this responsibility.

**Committee Membership**

All members of the Board are eligible to be part of this Committee. Membership will include:

- At least one board member
- The Principal (ex-officio), who may from time to time require support from member(s) of the school community

A quorum will be at least half of the Committee, including at least one Board member.

*Current members excluding the Principal:*

Paula Thomson (Chair)                      Executive Officer  
Lee Norris  
Alex McKenzie

**Duties and Responsibilities**

This Committee is authorised to:

1. Conduct interviews and appoint senior staff in accordance with the Board's appointment policy.
2. Receive briefings and provide guidance and advice on:
  - the recruitment and appointment of staff
  - restructures and reviews
  - unresolved staff performance and conduct issues
  - appraisal outcomes
  - the allocation (or reallocation) of Management Units when a change arises
3. Read all correspondence related to the personnel portfolio and report to the Board on any matters arising.
4. Recommend to the Board changes to personnel-related policies.
5. Annually review the Committee Terms of Reference and recommend to the Board for approval.

**Delegated authority**

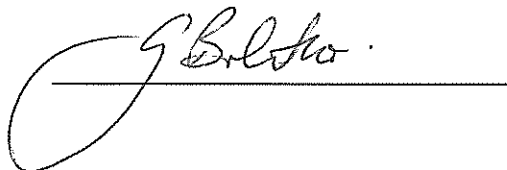
Authority may be delegated to the Personnel Committee for a specific issue in accordance with the section in this policy regarding Delegated authority for all Board committees.

Delegated authority does not relinquish the Board's responsibility as a whole for any decision that is made.

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**APPENDIX 5 – POLICY COMMITTEE  
TERMS OF REFERENCE**

**Purpose**

In executing its governing duties, is the responsibility of the Board to set and review policy (including the delegation of decision-making authority) and to determine school/principal performance expectations including, but not limited to monitoring finance, infrastructure, staff performance, and compliance. The purpose of the Policy Committee is to advise and assist the Board of Trustees in meeting this responsibility.

**Committee Membership**

All members of the board are eligible to be part of this Committee. Membership will include at least one board member.

A quorum will be at least two members of the Committee, including at least one Board member.

*Current members:*

Leah Gifford (Chair)	Executive Officer
Alex McKenzie	SLT Administrator

**Duties and Responsibilities**

The Committee will:

1. Submit for Board approval policies reviewed in accordance with the Policy Register.
2. Recommend for Board approval new policies for adoption.
3. Keep abreast of statutory and sector requirements, standards, and best practice in order to inform policy review and development.
4. Give consideration to staff feedback when reviewing any policy.
5. Give consideration to community consultation when reviewing policies, including collaboration with whānau and the Māori community, especially regarding policies affecting Māori student achievement.
6. Annually review the Committee Terms of Reference and recommend to the Board for approval.

**Guidelines for Policy Review**

The Principal or their delegate(s) will provide administrative support to the Policy Committee as outlined in 2.6 *Appendix 5a*.

**Delegated authority**

There is no delegated authority to this Committee.

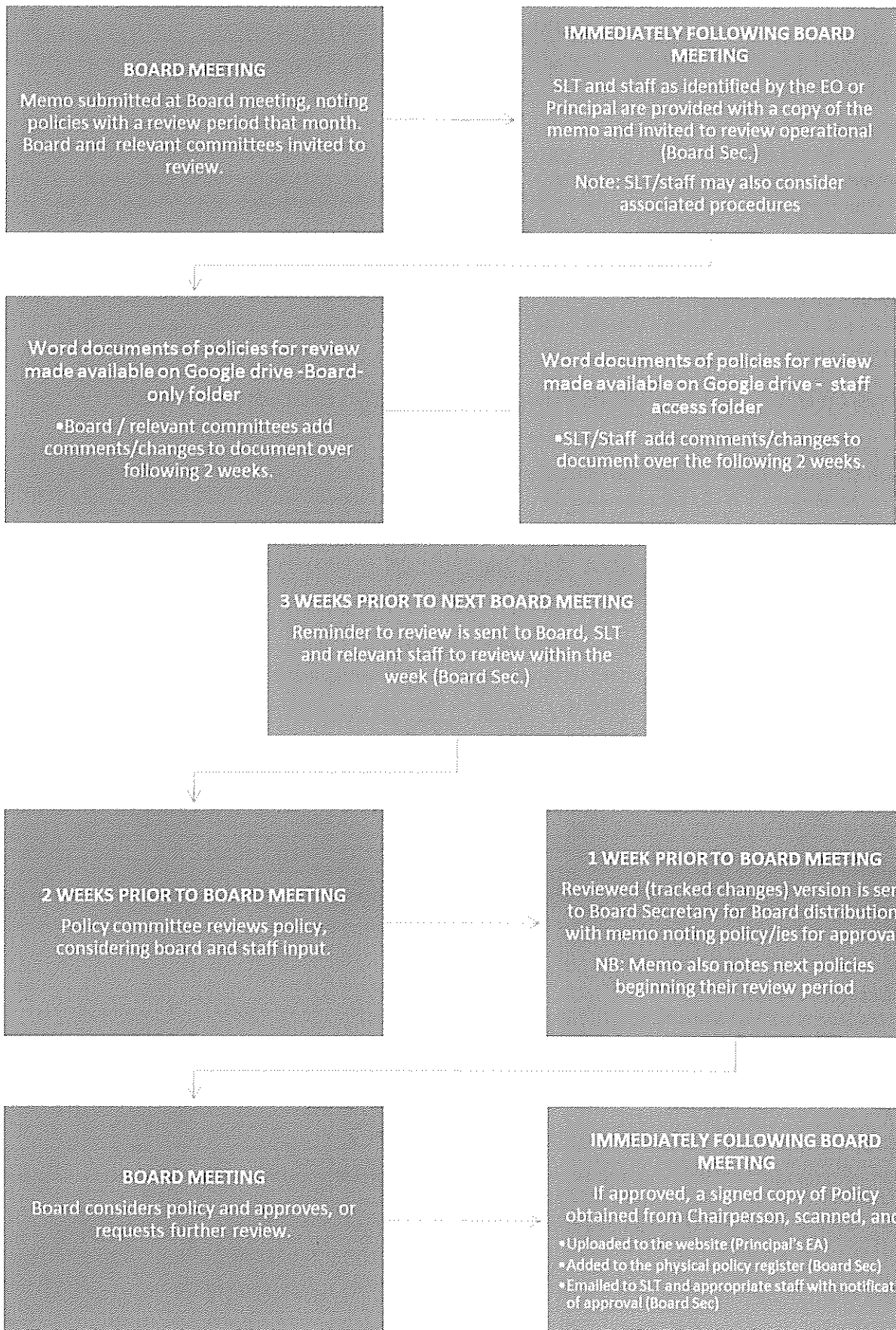
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**APPENDIX 6 – TE AKO PATUIA COMMITTEE (IN RECESS)  
TERMS OF REFERENCE**

**Purpose**

The Board document, Te Ako Patuia (the Good Learner Partnership) action plan supports those of the Board's policies which stipulate the Board's expectations regarding Māori student achievement and success, and Māori partnership for the benefit of the College. The purpose of the Te Ako Patuia Committee is to support the Board and the Principal in the realisation of the Te Ako Patuia action plan.

**Committee Membership**

All members of the Board are eligible to be part of this Committee. Membership will include:

- The Principal (ex-officio)
- At least one Board member
- At least one iwi representative
- At least one member of the whānau group
- Any members of the Senior Leadership Team or wider staff nominated by the Principal

A quorum will be at least half of the Committee, including at least one board member and the Principal.

*Current members excluding the Principal:*

Committee membership currently under review

**Duties and Responsibilities**

The Committee will:

1. Review the initiatives of the action plan and offer advice to the Principal regarding their implementation
2. Identify ways to collect and use data related to Māori student achievement and engagement to support the implementation of the action plan
3. Provide progress reports to the Board
4. Review the Committee Terms of Reference annually and recommend to the Board for approval by the date stipulated below.


**Delegated authority**

There is no delegated authority to this Committee.

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