

Governance support resources

Board chair review template

Review of the chairperson's role at xxxxx school

Please complete the following questionnaire which is based on the chair role description policy. This feedback will be collated and a report developed which includes any recommendations and timelines for completion. This review report will be shared with the chair for his/her comments prior to presentation at the xxx board meeting. Thank you for your time in completing this and contributing to the ongoing effectiveness of the board.

Expectation	Always	Sometimes	Never	Don't know	Comment
The chair:					
1. Safeguards the integrity of the board's processes					
2. Represents the board of trustees to the broader community					
3. Ensures that each trustee has a full and fair opportunity to be heard and understood					
4. Enhances the board's ability to meet its obligations and the plans and targets it has set by the leadership and guidance provided					
5. Is elected at the first board meeting of the year except in a triennial trustee election year					
6. Welcomes new members, ensures that the conflict of interest disclosure is made and the code of behaviour is understood and signed, and leads new trustee induction					
7. Assists board members' understanding of their role, responsibilities and accountability including the need to comply with the Trustees' Code of Behaviour policy					
8. Leads the board members and develops them as a cohesive and effective team					
9. Ensures the work of the board is completed					
10. Ensures board members act within board policy and delegations at all times and do not act independently of the board					

Expectation	Always	Sometimes	Never	Don't know	Comment
The chair:					
11. Sets the board's agenda and ensures that all board members have the required information for informed discussion of the agenda items					
12. Ensures the meeting agenda content is only about those issues which according to board policy clearly belong to the board to decide					
13. Effectively organises and presides over board meetings ensuring that such meetings are conducted in accordance with the Education Act 1989, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any relevant board policies					
14. Ensures interactive participation by all board members					
15. Represents the board to external parties as an official spokesperson for the school except for those matters where this has been delegated to another person/s and is the official signatory for the annual accounts					
16. Is responsible for promoting effective communication between the board and wider community including communicating appropriate board decisions					
17. Establishes and maintains a productive working relationship with the principal					
18. Ensures the principal's performance agreement and review are completed on an annual basis					
19. Ensures concerns and complaints are dealt with according to the school's concerns and complaints procedures					
20. Ensures any potential or real risk to the school or its name is communicated to the board. This includes any concern or complaint					



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Where do I get advice?

The *Governance advisory and support centre* advisers can also assist and are contacted on 0800 782 435, option 1 or govadvice@nzsta.org.nz