



# ST IGNATIUS BOARDTALK

4 May 2016

## Board of Trustees Elections

The Board of Trustees Elections 2016 are upon us, and we would encourage all who are interested in serving on the Board to put their hands up.

Being a Trustee is a great opportunity to get an understanding of, and ultimately influence, the vision of the school, the objectives and goals we are trying to achieve, the dynamics of how it operates and the challenges our management team work through in delivering a quality Catholic education for our children.

For those new to our school, we would also strongly encourage you to have a go and serve while you can. Yes, there is always later – but why not do it now!

In this Boardtalk, we have outlined both the process of electing Trustees and also providing information on some questions you may have. We would encourage anyone who is interested to seek out an existing or past Board member and ask them about their experiences.

Kind regards

Owen Hicks  
Chair

## Election process and timing

If you wish to nominate yourself for a position on the Board of Trustees, you may like to read information on what is required of this role and how to fill out the form.

Please visit the School Trustee Elections website by [clicking here](#).

**If there are more nominations than vacancies on the Board, an election will be held in accordance with the dates below.** Otherwise, those nominated will automatically be appointed.

The timing of the elections is outlined below:

6 May	Nominations Open
20 May	Nominations Close at noon
25 May	<b>If an election is to be held</b> , 'Voting Papers' will be posted to eligible voters
3 June	Voting Closes
9 June	Counting/Results
10 June	New Board of Trustees takes office

**Nomination forms for prospective Board Members will be posted out to all families on our school database by Friday 6 May 2016. The nomination form must be returned by Friday 20 May 2016 at noon.**

## Questions and answers

Outlined below are some questions and answers that may assist your thinking on whether to become a Trustee.

### What is the role of the Board?

When considering serving as a Trustee on the Board it is important to remember the key objectives of the Board.

Being an integrated school, the Board needs to recognize, embrace and ensure that St Ignatius is focused on the fact that Catholic schools were founded with the primary purpose of giving a Catholic education to Catholic children. The Board is charged with ensuring that the Catholic Special Character is evident across all aspects of our school, and that in partnership with our parish communities we provide for the faith formation of our children.

Alongside the responsibility for the school's Catholic Special Character noted above, the Board is:

- responsible for the governance of the school
- responsible for setting the school's strategic direction in consultation with parents, staff and students
- accountable for student achievement
- the employer of all staff in the school
- responsible for ensuring that the school provides a safe environment
- responsible for overseeing the management of property, finance and administration.
- ensuring the school complies with legal and policy requirements

### What are the expectations of me as a Trustee?

The only real skills needed for a Trustee are your energy, commitment and a willingness to learn. Trustees are expected to attend meetings, and there will be times when you agree to take ownership of tasks related to meeting our objectives.

All new appointees will be provided with an induction that will bring you up to speed with expectations of the Ministry of Education and the Catholic Education Office. Ongoing learning is through professional development is provided by the New Zealand School Trustees Association (<http://www.nzsta.org.nz>).

All Trustees are expected to abide by the Code of Ethics for Staff and Boards of New Zealand Catholic Schools. An extension of that is that the Trustees are in place to serve the objectives of the whole school, rather than specific personal agendas.

Supporting reference materials can be found at the Catholic Education Office website ([NZCEO](#)) including one of their publications [Catholic Education of School-Age Children](#). and

Finally, you should carefully consider whether serving on the Board is right for you. It can be at times be a relatively significant time commitment. As a Board we are continually reviewing effectiveness in operating, but there is work to be done and a small group of people that enable it to happen.

## Is the Board looking for any skills in particular?

The Board is always looking for skills that support the effective operation of the school. These can include skills covering:

- Education and learning
- Finance
- Property Management
- Human Resources
- Communications
- Fund raising
- Catholic faith

However, the most important aspect is the desire to do the work that helps our school become a better place. So don't worry if you don't have the skills listed above, if you are keen to help, please volunteer!

## How many Trustees are required?

At our most recent Board meeting, the Board agreed to increase the number of Trustees to that which is recommended by the Ministry and the Catholic Education Office. With that in mind, the Board will be comprised of:

- 5 Parent Representatives,
- 4 Proprietor's Representatives
- 1 Staff Representative
- The Principal

As the Proprietors roles are appointed by the Bishop, the Election is to place the 5 Parent Representative roles, and the Staff Representative.

## How long am I elected for?

Trustees are elected for a period of three years,

## I have other questions – who should I talk to?

Please feel free to contact any of the existing Board members - they will be able to share their experience or point you in the right direction if you have specific questions. Alternatively, please email us on [stignatiusbot@gmail.com](mailto:stignatiusbot@gmail.com).

<b>Name</b>	<b>Role</b>
<b>Owen Hicks</b>	Chair, Parent Representative
<b>Carol Sullivan</b>	Principal
<b>Marcella Thomas</b>	Proprietor's Representative
<b>Verna Love</b>	Parent Representative
<b>Mat Anderson</b>	Parent Representative
<b>Fran Serrano</b>	Parent Representative
<b>Robyn Lee</b>	Staff Representative
<b>Karen Rassie</b>	Proprietor's Representative