Part 2.1 - Governance Processes and Procedures – Committee Principles

1. **Committee Principles**

The board may set up committees/working parties to assist the board carry out its responsibilities and due process (e.g., staff appointments, finance, property, disciplinary).

**Education Act 1989, Schedule 6, Part 2, Section 17** gives the board the authority to delegate any of its powers to a special committee except the power to borrow money.

The board must document in the board minutes and in writing to each committee member the precise powers that are delegated to an individual committee. In addition the same delegation motion must name who has delegated authority. For example, the committee can:

1. investigate and report their findings to the board.
2. investigate and make any recommendations based on those findings to the board.
3. investigate, come to conclusions based on what they have discovered and have the power to act upon those conclusions then report to the board what they did.

**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.
7. have the chair and principal as ex officio members
8. are to have terms of reference drawn up as required. It is suggested that these contain information about the following:
	* purpose
	* committee members
	* delegated authority

The following committees are currently established:

Review schedule: Triennially

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| BoT Meeting Reviewed: | 7 August 2018 |
| BoT Meeting Approved: | 7 August 2018 |
| BOT Chairman: | Tala Page-To'oala |
| Signed by BOT Chairman: |   |
| Date: | 7 August 2018 |