

Hauraki Primary School
Policy Document

Hauraki School Board Code of Conduct

Rationale

The purpose of the Hauraki School Board (“the Board”) is to govern the school. As Board members, we share the common objectives outlined in section 127 of the Education and Training Act 2020 (the Act), including ensuring the school gives effect to Te Tiriti o Waitangi. These objectives are not achieved alone, but in partnership with parents/caregivers, whanau, iwi, hapu, communities and students/akonga.

Purpose

We act and behave in a manner that demonstrates and promotes these common objectives.

Code of Conduct

1. The below Code of Conduct (“the Code”) sets out the minimum standards of conduct that all Board members must meet.

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| 1. I act with integrity | I act with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy. |
| 2. I am culturally responsive and fair | I do not act or advocate in a way that discriminates against, nor act in a way that unjustifiably favours, particular individuals, groups, identities or interests. |
| 3. I actively promote a safe school environment | I speak up when I see unethical behaviour. I treat all concerns raised seriously. I encourage an open culture where all staff, communities and students feel safe speaking up. |
| 4. I am respectful of my fellow Board members and act consistently with the values of Hauraki school | I follow the Board’s policies and procedures. I work with my fellow Board members in a respectful way, even when we disagree. |
| 5. I respect the process of collective decision-making | I recognise that only a member authorised by the Board to do so may speak on behalf of the Board. I do not act independently of the Board’s decisions. |

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| 6. I treat staff, students and members of the school community with respect | I treat the principal, staff, students, and school volunteers, and members of the school community with courtesy and respect. |
| 7. I take responsibility for ongoing development in my role | I make myself available to undertake appropriate professional development, including a focus on Te Tiriti o Waitangi and good governance |
| 8. I engage with our community in sensitive and appropriate ways | I work with my fellow Board members to authentically engage with all people in our school community, including whanau, local Māori communities, iwi and hapu, fairly, impartially, promptly, and sensitively to help inform the decisions we make. |
| 9. I speak up for all students | I put students' wellbeing, progress and achievement first and foremost, unaffected by my personal beliefs or interests. |
| 10. I come prepared | I come to Board meetings prepared to fully participate in decision-making. |
| 11. I use my position responsibly | I maintain confidentiality when I receive non-public information gained in the course of my duties and use it only for its intended purpose. I publicly represent the school in a positive manner and do not publicly disclose information that may be harmful to the school. I do not pursue my own interests at the expense of the school or community's interests. |
| 12. I do not seek gifts or favours | I follow our Board policy procedures in relation to any offers of gifts or hospitality. I never seek gifts, hospitality or favours for myself, members of my family or other close associates. |
| 13. I am politically impartial in my role as a Board member | I do not endorse or campaign for political party or candidate in my capacity as a school Board member |
| 14. I meet statutory and administrative requirements | I act in accordance with all statutory and administrative requirements relevant to the role of the school Board (including as an employer) and will seek guidance and support if and where necessary |
| 15. I identify and manage conflicts of interest | I identify, disclose, manage and regularly review all interests. I become familiar with, and follow, all conflicts of interest requirements, including those of the Board, the school, and all statutory requirements. |

Sanctions for failing to comply with the Code

2. By resolution, the Board may censure a member, other than a principal, for any significant or persistent breach of the Code. This may include:
 - misconduct
 - inability to perform the functions of office
 - neglect of duty
 - breach of any of the collective duties of Board members or the individual duties of Board members, depending on the seriousness of the breach.
3. The Minister of Education (the Minister) may remove a Board member, other than a principal, if:
 - the Board member has significantly or persistently breached the Code, and
 - the Board considers the Board member's failure to comply with the Code warrants the removal of the Board member, and
 - the Board has presented the Minister with a written report about the Board member's failure that recommends the removal of the Board member, and
 - the Minister is satisfied there is just cause to remove the Board member.
4. The removal must be made by written notice to the Board members and the notice must state:
 - the day on which the removal takes effect, which must be no earlier than the day on which the notice is received, and
 - the reasons for the removal
5. The Minister may remove a Board member with as little formality and technicality, and with as much expedition, as permitted by the principles of natural justice, a proper consideration of the matter and the requirements of the Act

Review

6. All Board members are expected to be fully aware of the minimum standards expected of them.
7. The Code will be reviewed annually, at the start of each year, and
 - when the Board membership changes or
 - when a Board member is unable to comply with a standard.

Signed: 

Presiding Member of the Board

Date: 17/2/2025

Review Date: Term 1 2027

Hauraki Primary School Schedule of Delegations

Adopted by the Hauraki School Board (the Board) on 17 February 2025

This Schedule of Delegations (the Schedule) was approved by the Board of Hauraki Primary School (the school) at its meeting on 17 February 2025 and came into effect on this date.

Introduction

1. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the Principal and those responsibilities that the Principal can delegate to specified staff positions.
2. The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the school is maintained, to provide an agreed basis by which the school executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board's expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed, then the Board can be certain its responsibilities concerning the Education and Training Act 2020, the Crown Entities Act 2004 and the Financial Reporting Act 2013 will have been properly fulfilled.
3. If persons who exercise responsibilities on behalf of the Board have any doubts or concerns in the execution of a specific action, the expectation is that they will check with the person or group who made the delegation in the first place. The intention of this expectation is that, should doubt arise in the exercise of a delegated responsibility, it is preferable to verify the bona-fides of the intended action rather than make error of judgment and be held accountable for this.
4. This Schedule does not in itself provide the right to executive management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities is set out in the attached Memorandum of Delegations which provides the delegations and is signed by the parties involved.
5. The Principal shall ensure that a copy of each memorandum is safely retained and shall be made available to the Board, the school's auditors and officers of any court hearing a case related to School's finances.

Approval

6. This Schedule was unanimously agreed by the Board and approved as a policy document at its meeting held on 17 February 2025. When the Board approved this Schedule, it agreed that no variations of this Schedule or amendments to it can be made except by the majority approval of those trustees present at the Board meeting.
7. As part of its approval, the Board requires the Principal to circulate this Schedule to all staff and for a copy to be available to all staff. The Board requests that the Principal arrange for all new staff to be made familiar with this delegation and other policies

approved by the Board. This Schedule should also be made available to parents at their request.

Presiding Member

Sarah Keber

Signature

Keber

On behalf of, and with the authority of, the Board on 17/2/2025

Memorandum of Delegations

Delegations retained by the Board

The Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:

- Approval of all operating, capital, cash flow and property maintenance budgets and amendments to these budgets.
- The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are more than positions funded by the Ministry of Education salaries grants.
- The termination of employment of any paid employee.
- Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament.
- Responses to the Secretary of Education or any other permanent head of a Government department which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the Board or Board Presiding Member.
- Interviews with the media and the distribution of media releases on governance matters which involve the school.
- The initiation of any legal actions and any communications concerning these actions.
- Signature of any formal or legal agreement which is in the name of the School and must involve the Board.

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board Delegations to the Principal

The Board delegates to the Principal the responsibilities listed below:


- The day-to-day curriculum, behaviour, and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents.
- The implementation of any other requirements specified by the Act of Parliament, The Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts.
- Financial transactions as specified and delegated in the School's Finance Policy.
- Ordering fixed assets for which the capital expenditure has the prior approval of the Board.
- The appointment of relieving and casual staff provided such appointments is within the budget allocation for this particular person and provided this delegation is not given to any other staff member.
- Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities.
- Delegation in writing to specified staff positions of responsibilities according to the format set out below.

Note: These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than five days, these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Presiding Member. In such absence, the Acting Principal shall sign a copy of this Schedule.

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Principal and I will exercise these regarding the requirement set out in the Board's Schedule of Delegations.

Signed by



Clarinda Franklin
Principal

Dated 14/12/2025
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