



Governance and Management

Board of Proprietors

Each school has a Board of Trustees, which is responsible for the overall governance of the school.

Integrated schools, instead of being owned by the state, are "owned" by separate legal entities: their boards of proprietors. These boards are charitable trusts and are responsible for maintaining the special character of the school, and for the property and buildings.

Board Responsibility

The Board of Trustees is a crown entity and is responsible for the governance of this school. The key focus of their role is the improvement of student progress and achievement.

At Sacred Heart College, the Board of Trustees is responsible for the following board-level overarching policies and sub-policies:

- Curriculum and Student Achievement Policy
- Documentation and Self-Review Policy
 - School Planning and Reporting
- Employer Responsibility Policy
 - Appraisal of the Headmaster
 - Concerns and Complaints
- Finance and Property Management Policy
 - Financial Control and Expenditure
 - Asset Management
 - Conflict of Interest
 - Theft and Fraud Prevention
- Health, Safety, and Welfare Policy
 - The Health and Safety at Work Act
 - Safety Management System
 - Child Protection
- Legislation and Administration Policy
 - Compliance with New Zealand Legislation

The Board delegates the day-to-day implementation of many of its responsibilities and the supporting operational policies and procedures to the Headmaster, but does not delegate the Board's accountability.

Policy and Procedure Audit Committee

The Board, with the Headmaster and teaching staff, maintains a comprehensive programme of self-review, including:

- plans and programmes
- evaluation of student achievement information
- implementation audits and reports
- a triennial review of policies and procedures
- special reviews triggered by emerging issues and unforeseen events
- an annual review of board performance.

The Board may form an audit committee or delegate a member to monitor compliance of school policies through:

- reviewing adherence to management policies and directives
- reviewing the effectiveness of the board's governance processes
- confirming that policies are in place, up to date, and being implemented effectively.



The audit process provides evidence, assurance, and proof of compliance. The process is transparent, positive, and constructive, and intended to address any issues that affect compliance.

The delegated member or audit committee makes a report, including any recommendations, to the Board. The Headmaster considers and implements recommendations as appropriate.

Governance Documents

Board members understand their roles and responsibilities, and work within the guidelines of our governance documents.

Headmaster Responsibility

The Headmaster is the educational leader, the chief executive, and an employee of the Board. The Headmaster is also a full member of the Board of Trustees and is the link between policy and operation.

The Headmaster:

- is responsible for the supporting policies and procedures relating to the Board-level overarching policies
- has discretion to manage the school's day-to-day administration (as the Board delegates)
- may further delegate some of the responsibility to other staff members
- provides the Board of Trustees with the information it relies on to carry out its own responsibilities.