

# Board Services

CES's professionals turn knowledge into value for the benefit of our clients through advisory services that consistently meet exceptionally high standards of quality.



Canterbury Education Services  
89 Nazareth Avenue  
P.O. Box 414, Christchurch 8001  
Email: [anne@cessl.org.nz](mailto:anne@cessl.org.nz)  
**Free phone: 0800 205 267**  
**Free fax: 0800 205 762**



## Specialist knowledge, with specialist advice ....

CES Board Services division assists school Board of Trustees optimise performance in a number of key areas, be it:

- School Board of Trustees Secretarial;
- School Board Returning Officer Services;
- Consultative including legislative and regulatory compliance, best practice, public relations, special events, and appointment process

Our team has the specialist knowledge and experience to assist your school.

CES Board Secretaries serve as administrator of both Canterbury Secondary Chairpersons' Group and Canterbury-Westland Secondary Principals' Association.

## The advantages of an Independent Board Secretary

Boards work best when they focus on setting policy and strategy, not on administration. CES board secretaries understand the specific needs and the unique nature of schools.

### Services provided by CES Board Secretary

- Returning Officer Service
- Principal/Deputy Principal appointments
- Conference Secretariat
- Attendance at Board and Special meetings
- Notice of meetings and preparation of agendas and/or reports for Board meetings
- Preparation and distribution of minutes of Board meetings
- Correspondence and action arising from Board meetings, as required
- Any advice and follow-up, as required by the Board
- Access to CES boardroom (full catering /refreshments available)

### Advantages of using a CES Board Secretary

- Knowledge of correct meeting procedures and legal obligations
- Objective, outside perspective encourages all Board members to fully participate at meetings
- Expert advice and practical assistance, supported by qualified managers and accountants
- An impartial arbitrator helps to resolve issues between Board and school management
- Proven track-record with successful involvement with over 200 schools
- Continuity of service: a replacement Board Secretary immediately available if required
- Off-site security: backup copies of Board records are stored away from the school

# Returning Officer Service

CES is New Zealand's leading Returning Officer Service for schools; we have acted in this capacity for large number of secondary, intermediate and primary schools.

CES's broad experience will assist in optimising Board performance and effectiveness.

## Independent and Focused

Tight time constraints to meet the election deadlines can put additional stress and pressure on school staff. An independent Returning Officer relieves this pressure, so normal workflows within your school can be maintained.

## Independent Returning Officer Service

Compliance is important and legislative requirements must be adhered to, otherwise elections may be declared invalid. Our Returning Officer will work closely with your designated staff member on **parent**, **student** or **staff** elections, and will administer the election, gather and tabulate the results, and format the responses into easy-to-read ready-to distribute reports.

- Preparation of a timeline for the election
- Call for nominations by distributing to voters the notice and Nomination Form
- Call for nominations from parents/caregivers; prepare newspaper advertisements and flyers for circulation
- Prepare the rolls of parents/caregivers and staff from information supplied by your school
- Liaise with staff eligible to be on both the staff and parent rolls, and ascertain their preference
- Receive and check Nomination Forms and, where required, candidates' statements
- Distribute voting papers and reply envelopes
- Oversee the election process: receive nominations; prepare voting papers and candidates' statements; conduct postal ballot and count/tally votes
- Declare the results: inform the school and write to candidates, advertise in local newspaper
- Complete documentation for Ministry of Education; file results with District Court

## Packages Available

CES provide flexible packages that can be tailored to meet the needs of individual schools. Call freephone 0800 205 267, or email [anne@cessl.org.nz](mailto:anne@cessl.org.nz) for more information.



## Consultative: the advantages of a third ear

Utilising CES's experienced Board Services team enables Boards to focus clearly on key aspects of governance delivery. CES has a particular expertise in dealing with issues that occasionally require Board involvement including:

- Legislative and regulatory compliance;
- The appointment process;
- Board best practice;
- Event co-ordination;
- Public relations

**Involving CES in these aspects of school governance offers your school the following advantages:**

- Specialist knowledge;
- A respected track record with other educational organisations (references available on request);
- Appropriate experience and qualifications;
- An organisation that fundamentally understands schools;
- Reduced staffing costs as less qualified personnel required in-house;
- Flexible, well-defined reporting systems;
- CES boardroom with full catering services, available for hire

In addition, independent consultants offer an important side benefit: our objective outside perspective on the organisation can be stimulating for board and staff.

## Contact:

For further information on any of the Board services offered by CES, or you would like a presentation to be made to your Board of Trustees, please contact: Anne Johnston, phone: 0-3-338 4444 or freephone 0800 205267. Email: [anne@cessl.org.nz](mailto:anne@cessl.org.nz)

- YES! Our school is interested in CES Board Secretary Services  
 YES! Our school is interested in CES Returning Officer Services  
 YES! Our school is interested in CES Consultative Services

School .....

Contact .....

Position .....

Postal Address .....

Phone ..... Fax .....

Email .....

School Roll ..... Number of Classrooms .....



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