

# Board Services Newsletter



Issue 1: August 2020



## Welcome to the first issue

We appreciate providing secretarial services for your school board. Our work ensures you have an independent, confidential and objective observer around the board table.

This is our first Board Services Newsletter. We will issue two per year offering information about correct board processes. This newsletter includes board decision making, the goals and standard service tasks we offer clients, brief bios of our board secretaries, and key contacts at CES.

We look forward to continuing our long-standing association.

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Introducing  
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For more information contact CES:

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## A guide to decision-making

All matters to be decided by the board are done by way of a vote. This is usually done on “the voices”. However, if that is challenged, the chair will call for a show of hands. Under some circumstances, for instance, a decision involving contentious issues or where strong personalities are involved, it may be appropriate to hold a secret ballot in order that trustees may vote freely. On all matters dealing with the decision-making process, boards will have their own rules of order. This order should be standardised and followed at each meeting. At all meetings common sense and courtesy is a good rule of thumb.

### Guidelines as set out by NZSTA:

A board's primary means of decision-making is through motions, which are moved, seconded, debated, and put to the vote.

- The chair or members may ask the mover to write down the motion before it is acted upon.
- The chair may assist the mover with wording for clarity.
- Each motion deals with only one matter or issue.
- Debate must be limited to the issue at hand. Speakers who stray from the issue or attempt to introduce new matters should be ruled out of order.
- Each speaker should be allowed to speak once on a subject under debate. The chair may refuse to allow a trustee to speak again until everyone has had a chance to speak.
- A member may raise a point of order at any time. After the point has been stated, the chair issues a ruling. The chair's ruling is final unless challenged at the time.
- Only one motion at a time will be considered by the board. That motion may be amended. Votes on amendments must be taken before the motion is further considered or rejected.
- No further discussion on the same issue should be allowed at the same meeting, other than a motion to reconsider.

## Cancellation of Meetings

We appreciate you giving us as much notice as possible when meeting dates change. Contact your Board Secretary directly, or **Wayne:** 021-399 744, [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz), or **Eric:** 03-338 4444, [eric@cessl.org.nz](mailto:eric@cessl.org.nz).

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## CES board services for clients

CES is proud of the work we've done for schools over 30 years. As a school-owned cooperative, we are passionate about providing quality, value-for-money solutions.

### Our primary goals:

1. To provide secretarial support to your board of trustees, including reading and responding to emails, mail, and school correspondence, as required.
2. To take minutes at board meetings and any other meetings as required, as directed by the board chair.

### Our standard service tasks:

1. Attending monthly board meetings (approximately 11-12), taking minutes and promptly distributing them, and responding to correspondence, as required.
2. Attending and taking minutes at monthly finance and property committee meetings, as required.
3. Attending, taking minutes, and conveying decisions at disciplinary committee meetings, as required.

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## Meet our board secretaries

**Barbara Ford** previously worked at the Christchurch City Council in the area of governance, mainly under the Local Government Official Information & Meetings Act. Her position included principal advisor to Community Boards, report writing, agenda preparation, correspondence and community consultation.

**Jennifer Penwell's** 38 years work experience includes administration, personal assistant, executive assistant, reception, accounts and office management. She currently works as a virtual assistant (VA) and a freelance temp.

**Loren Treacy** is known for her calm, measured approach as a minute secretary. She joined CES in 2006 and is experienced working with both primary and secondary schools.

**Marilou Crequer** previous experience includes working as a case officer for the Ministry of Justice in the Christchurch High Court and as a Grants Officer in the Christchurch Legal Aid Office.

**Kathryn Doig** is a positive, personable professional with extensive experience in executive administration and human resources. In her spare time she works on her family's nut farm.

**Mary van der Weert** has considerable experience in minute-taking. She provided executive support to an international company's CEO, board of directors and senior executive team.

**Susan Heukels'** varied administrative career includes working in manufacturing, banking, aviation, hospitality and business ownership. She has also held executive assistant roles and was a school's executive officer and secretary to the board of trustees.

**Jacqui Crowley** is currently a principal's PA and is also the school's board secretary. She has extensive experience working in various administrative roles in a school environment.

For more information visit: [www.cessl.org.nz/board-services](http://www.cessl.org.nz/board-services)

