

Board Services Newsletter



Issue 2: April 2021



Welcome to our second issue

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

CES publishes two Board Services Newsletters per year where we give you information about correct board processes. This issue includes an article about board decision-making, CES's primary goals and our standard service tasks, new board secretaries bio's, and lastly, key contacts for all matters board .

We wish your board all the very best and look forward to continuing our long-standing association.



TOPIC
01

Guidelines
to notice of
meetings

TOPIC
02

Our goals
and primary
service tasks

TOPIC
03

Introducing
new board
secretaries

Canterbury Education Services Ltd
89 Nazareth Avenue, Middleton
PO Box 414, Christchurch 8140

www.cessl.org.nz

Some guidelines about notice of meetings from the NZSTA

The Local Government Official Information and Meetings Act 1987 (LGOIMA) sets out the current requirements for public notification of board meetings. In essence, s46(7) says:

- ▶ Every board shall take all reasonable steps to ensure that parents of students enrolled at schools that the Board administers can readily find out, within a reasonable time before those meetings, where and when meetings of the Board are to be held”.
- ▶ Any such notice should state the date, time, and location of the meetings, and should be sent to all board members and be available publicly. It should be sent with the agenda and other board papers to all trustees at least two working days before the meeting.
- ▶ The agenda and all board reports/papers should be available to the public at the school office two clear working days before the meeting. These publicly available papers should not include any documents that are going to be, or are likely to be, considered while the public is excluded from the meeting.
- ▶ Anyone can take notes from or ask for copies of the agenda or reports and that person shall be given such a copy as soon as practicable. This also applies to the minutes of the meeting after they have been written up and can take place before they are confirmed as a true record of the meeting. At that stage it is suggested that copies of minutes be clearly marked as “draft” or “unconfirmed” or “subject to confirmation”.
- ▶ **Note: The LGOIMA refers to paying “the prescribed amount (if any)” for copies of papers. Any such amount will be set by the Governor-General by Order in Council or some similar mechanism. It cannot be set by a board of trustees or school administration. At the time of writing NZSTA understands there is no intention to set any such amount. For more detailed information contact the Governance Advisory and Support Centre on 0800 782 435: option 1.**

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 or Eric: 03-338 4444

CES board services

CES has been in existence for over 30 years. As a school cooperative our passion to provide quality and value for money solutions remains strong.

Our primary goals for board services clients:

1. To provide secretarial support to your board of trustees.
This includes 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.
3. To undertake other relevant tasks as required by the board of trustees.

Our standard service tasks for board services clients:

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

Meet our new board secretaries

Merelyn Redstone, board secretary

After six years travelling to Auckland for work, Covid made Merelyn look in a different direction: in October she joined the CES team. She has a strong legal secretarial background and is experienced in management and public speaking. Merelyn has also sat on many community committees, including positions as chair and secretary. This has given her good knowledge of meeting procedures and minute-taking.

Stephanie Woods, board secretary

Stephanie joined us last year is looking forward to gaining further experience in the education sector. She was previously the Internal Accountant at *Oxford Edge* (formerly *Moore Stephens Markhams*) where she worked in accounts, payroll and debtor management. Stephanie has a Bachelor of Commerce, majoring in Accounting and Management.

CES contact details

Contact us for any issues re: board services

Wayne Jamieson

Email: Wayne@cessl.org.nz

Mobile: 021-399 744.

Eric Yu

Email: Eric@cessl.org.nz

Mobile: 03-338 4444.

