

Board Services Newsletter



TOPIC
01

Storing
school board
records

TOPIC
02

Which
records you
must keep

TOPIC
03

Archiving
and records
disposal

TOPIC
04

Our goals
and primary
service tasks

TOPIC
05

Secretarial
services and
support

FUTURE PROOFING: storing board records

Over the years, boards make many decisions for many reasons. Good record-keeping will make sure that future boards will have access to the background and the reasons for those decisions. Without that, later boards may be at risk of making decisions without full knowledge of an issue or relying on faulty or incomplete information. What you record, and how much, is a matter for your board to decide. However it should be sufficient information to preserve a concise, but complete record. Your board must meet the legal requirements about what to keep, how to store it, and for how long (see other side for details).

Contact us for more information about our board services:

Wayne Jamieson

Email: Wayne@cessl.org.nz

Mobile: 021-399 744.

Eric Yu

Email: Eric@cessl.org.nz

Phone: 03-338 4444.

1. Storing records

Records should be securely and safely filed and stored, especially confidential documents. Storage should be fire resistant and theft-proof. It is a good idea to designate one person to take charge of this responsibility so that your record-keeping stays current and there are clear school-wide procedures about how records are filed, named, numbered, processed and accessed. A school record can be in a range of formats – email, electronic documents and paper files. It's important to have systems in place to capture them all. Records must be accessible and stored so they can be retrieved if need be. *(Note: written records should not be stored at the homes of board members or staff)*

2. Which records to keep/store

- Minutes and agendas of school board meetings, and other records documenting the board's decisions and discussions (including its committees).
- Papers, such as reports, attached to the minutes.
- Governance documents such as charter, strategic plans, annual reports, school goals and targets and student achievement information.
- All correspondence of the board members.
- School policies and procedures.
- School board election administration records, including advertisements.
- Other records as set out in the School Record Schedule.

How long to keep these records

The records listed above must be:

- Kept indefinitely
- May be sent to Archives NZ after 10 years (not sooner)
- Must be sent to Archives NZ after 25 years, unless arrangements are made with Archives NZ for the school to keep them longer. If your school is closing, sort, list, box and send these records to the local/regional Ministry of Education office for off-site storage and eventual transfer to Archives NZ.

3. Archiving and records disposal

The aim of the School Records Schedule is to identify records that can be discharged, destroyed or disposed of and those which must be sent to Archives New Zealand. The Ministry recommends that every school keep a retention and disposal schedule. This helps ensure that schools keep records for the length of time required to comply with legal requirements, such as tax and education legislation. State and integrated schools are also legally required to retain some records for archival purposes.

Find out more here: www.minedu.govt.nz

4. Board Services

Leadership teams work best when they are able to focus on strategy and policy without being bogged down in time-consuming administration. CES will remove the load from your school board.

Our primary goals:

1. To provide secretarial support, including reading and responding to emails, mail, and other 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.

Standard board service tasks for clients:

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

5. CES board secretary services

CES board secretaries are highly skilled, experienced professionals who have the knowledge and the qualifications to ensure compliance and to maintain high standards. They will go above and beyond to support the effectiveness of your board – all you need to do is focus on running your meeting.

Consider these advantages:

- CES board secretaries effectively manage your duties and responsibilities
- You have access to the knowledge and experience of CES
- You save on staff training costs
- Duties are performed in a stated time without trouble.
- Your board has the benefit of an independent, confidential and objective observer at the meeting

Cancellation of Board Meetings

Please give us as much notice as possible when meeting dates change. Contact your board secretary directly, or call **Wayne (021-399 744), or Eric (03-338 4444)**



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