

# Board Services



PERSONALISED SOLUTIONS FOR EDUCATORS, ADMINISTRATORS AND BOARDS OF TRUSTEES



# Why choose CES 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 Board of Trustees.**

When Board of Trustee elections have been completed and new Boards confirmed, do your new Trustees understand meeting procedures? By using the expertise of CES Board Services to guide your new Board you can be assured of a smooth transition to governance.

The CES Board Secretary will ensure meeting procedures are correct and legal obligations are being met.

You'll benefit too by receiving an outside perspective on current issues which encourages Trustees to fully participate at meetings. If there is any dispute between the Board, Trust, and or school management, this can be especially valuable.

Other advantages include continuity of service with a replacement Board Secretary immediately available if required and the security of backup copies of all school records stored safely off-site. Your board will also have access to experienced secretarial staff without incurring the ongoing cost of employing permanent staff. Just think of the savings!

CES strives to develop long-term relationships with our client-schools supported by excellent service, timely delivery of minutes, correspondence and follow-ups pre- and post-Board meetings (if required).

Dealing with sensitive issues such as staffing changes may necessitate recording of minutes and in these instances independent secretarial support is key to maintaining accuracy and confidentiality.

CES also offers ad hoc meetings to ease the load on the Board when required.

CES Board Secretaries are supported by an organisation that has 25 years of experience in the education services sector. This means that your Board will receive expert assistance backed by successful involvement with over 200 schools, trusts and community organisations throughout New Zealand.

## We understand your school's needs

Wouldn't it be great to have professional board services delivered by people who have personal experience and in-depth knowledge of the education sector?

The level of personal service CES offers is unmatched by other providers. This is what sets us apart.

## About CES

CES was established as a co-operative in 1989 to provide secretarial services to schools, corporates and the not-for-profit sector in the greater Christchurch area.

Our organisation has expanded to Auckland and now offers integrated services including Financial Services, Board and Secretarial Services, Returning Officer Services, Asset and Stocktaking Management and Modern Learning Furniture supplies.

CES also facilitates seminars and conferences throughout New Zealand.

# How we support your Board ...

## Services provided by CES Board Secretaries

### Services include:

- Returning Officer Service;
- Principal and Deputy Principal appointments
- attendance at Board and special meetings;
- notice of meetings and preparation of agendas and/or reports for Board meetings;
- preparation and distribution of minutes;
- correspondence and actions arising from Board business;
- advice and following up, as required;
- access to the CES boardroom – full catering/ refreshments available (Christchurch only).  
Contact CES for a quote.

### For more information please contact

#### CES Board Services Manager:

03 338 4444 or [info@cessl.org.nz](mailto:info@cessl.org.nz)

## The advantages of using an independent Board Secretary

### Advantages include:

- expert knowledge of correct meeting procedures and legal obligations;
- an objective observer between Board and school management;
- trustees encouraged to fully participate at meetings;
- cost-effective delivery of professional secretarial services without the cost of hiring permanent employees;
- sensitive staff issues and queries handled confidentially by your CES board secretary, reducing pressure on Board and school management;
- discounts available for Board Services clients when accessing other CES services, e.g. Financial Services, Returning Officer, Asset Registers and stocktaking, etc.
- access to the institutional knowledge and experience of CES staff and management.



# Contact CES

For further information on any of the services offered by CES, or to arrange a presentation to be made to your Board of Trustees, please call: 0800 205 267 or email: [info@cessl.org.nz](mailto:info@cessl.org.nz)

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**Lynley Ross**

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**HEAD OFFICE**

**Hours of business**  
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**SCAN AND EMAIL TO [INFO@CESSL.ORG.NZ](mailto:INFO@CESSL.ORG.NZ) or CLIP AND FAX-FREE TO 0800 205 762**

**YES! Our school is interested in CES Board Secretary Services**

School .....

Contact .....

Position .....

Postal Address .....

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

Email .....

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

