

# Board Services Newsletter



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## Maintaining Your School Records

Accurate record-keeping is essential for legal compliance, accountability, and effective education. Documented student progress not only aids in tailoring teaching strategies but also contributes to continuous improvement. Transparent communication through records supports positive parental involvement. Additionally, data-driven resource allocation enhances staffing, budgeting, and overall planning.

Contact us for more information about our board services:

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## 1. Maintaining your records

### Who should look after school records?

Your board has the ultimate responsibility for maintaining and monitoring school records. A board can delegate this authority to an appropriate person. State and state-integrated schools cannot legally destroy any items considered to be school records without the authority of Archives New Zealand.

### Who should have access to school records?

Boards of trustees, principals and staff should be able to access the school records they are likely to need to carry out their work. This will vary from school to school. Some records, such as personnel files, should be kept in a locked storage area, and access to them limited to authorised staff.

### Who decides what school records need to be kept and what can be disposed of?

Under the School Records Retention/Disposal Schedule, Archives New Zealand has authorised what categories of records need to be kept and what can be destroyed. The person at your school with delegated authority from the board will need to use the schedule to make decisions about retaining, discharging and disposing of your school records.

### Are emails included?

Yes, if you are creating or receiving them as part of school business. A school record can be in any format, including email and electronic documents. You may find it is easier just to print and file important emails.

## 2. Records checklist

### What should your board record and keep?

Your records should include:

- Board meeting minutes and agendas
- Board election administration records
- Board correspondence
- Strategic governance documents including charters, annual reports, school policies, student achievement information.
- Financial and audit reports, tender documents, contracts, leases, and registers of assets.

### Which meetings to record

Your board should keep accurate, written minutes of **ALL** meetings. This includes:

- Full board meetings
  - Public-excluded meetings
  - Board committee meetings
  - Student discipline meetings
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- **Guidelines for running these meetings are available from the Ministry of Education.**
  - **Assistance is also accessible through the NZSTA Helpdesk at 0800 782 435 (0800 STA Help).**
  - **For employer/employee meetings, support is provided by NZSTA Industrial Advisers.**



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### 3. CES board services

CES board services empower leadership teams by efficiently managing administration. Outsourcing these responsibilities to CES allows your team to focus on strategy and policy without being burdened by time-consuming tasks.

#### Our primary goals include:

1. Providing secretarial support, including reading and responding to emails, mail, and other correspondence, as required
2. Taking minutes at board meetings and other sessions, as directed by the board chair
3. Undertaking relevant tasks as needed.

#### Standard board services for clients:

4. Attending monthly board meetings (11-12 per year), taking minutes and managing correspondence
5. Attending and recording minutes at monthly finance and property committee meetings
6. Attending, recording minutes and conveying decisions at disciplinary committee meetings

### 4. CES secretarial support

Our board secretaries are highly skilled professionals with the experience, knowledge and qualifications to ensure compliance and maintain high standards. We go the extra mile to support your board's effectiveness, allowing you to concentrate on running your meetings.

#### Consider the advantages of outsourcing:

- Board duties and responsibilities are effectively managed
- You have access to the knowledge and experience of CES staff
- You save on staff training costs
- Tasks are completed on time, without hassle or inconvenience
- Your board gains the benefit of an independent, confidential and objective observer at meetings.

### 5. Notice of cancellation of board meetings

**If you need to cancel a board meeting, please notify CES as soon as possible. Contact your board secretary directly or call Wayne at 021-399 744 or Eric at 03-338 4444.**



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