

## **Te Kohanga School Board Induction Policy**

The board is committed to ensuring continuity of business and a smooth transition when trustees join the board. Therefore,

1. New trustees will receive a welcome letter on their joining the board which includes:
  - Where and when they can pick up their governance folder
  - The suggested date of the induction
  - The date of the next board meeting
  - Chair and principal contact details
2. New trustees will be issued with a governance manual containing copies of the school's:
  - Charter – including the strategic and annual/operational plans
  - Policies involving Board membership
  - The current budget
  - The last ERO report
  - The last annual report
  - The triennial review programme
  - Any other relevant material
3. The chair or delegate will meet with new board members to explain board policy and other material in the governance manual.
4. The principal and chair or delegate, will brief all new members on the organisational structure of the school.
5. The principal will conduct a site visit of the school.
6. New board members are to be advised of the professional development that is available from NZSTA and other relevant providers.
7. After three months on the board, the effectiveness of the induction process is to be reviewed by the chair with the new members. The review will include the following aspects:

▪ **Did you feel welcomed onto the board?**

Very welcome                      Welcome                      Not very welcome  
Comment:

▪ **Did you receive all necessary information in a timely manner?**

Very timely                      Timely                      Not very timely  
Comment:

▪ **Did you find the induction with principal and board chair to be effective?**

Very effective                      Effective                      Not very effective  
Comment:

Please comment on how we could improve this induction process:

### **Welcome Letter Template:**

Dear \_\_\_\_\_,

Welcome to the Te Kohanga School Board of Trustees. We are excited to have you join our Board and know that you will make a valuable contribution to our team.

As part of the induction process you will receive a pack which includes:

- Charter – including the strategic and annual/operational plans
- The current budget
- Policies involving Board membership
- Trusteeship 2016 NZSTA booklet
- The last ERO report
- The last annual report
- The triennial review programme

The school's current policies are kept in a centralised folder in the school office.

The Board Chair will contact you before your first formal meeting to arrange an induction

The next Board meeting is due to be held on \_\_\_\_\_ at the school.

Chairperson Contact Details:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Principals Contact Details

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Review schedule: Triennially

Ratified by the Board:

\_\_\_\_\_

Signed Board Chairperson

\_\_\_\_\_

Signed by the Principal

\_\_\_\_\_

Date

Reviewed:

Date: \_\_\_\_\_

Reviewed:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_