



Sacred Heart Girls' College, New Plymouth

STAFF REPRESENTATIVE ROLE DESCRIPTION POLICY AND STUDENT REPRESENTATIVE ROLE DESCRIPTION POLICY

Outcome statement

The staff/student representative brings a staff/student perspective to board discussion and decision making.

Scoping

As a member of the school board, the staff/student representative is elected by their peers to serve the interests of the school at governance level. They have equal voice, vote, standing and accountability to any other board member.

Expectations and limitations

Staff/Student representative accountability measures		Standard
1. To work within the board's charter/strategic plan.	1.1	The charter/strategic plan is obviously considered in board decisions.
2. To abide by the board's governance and operational policies.	2.1	The staff/student representative has a copy of the governance manual and is familiar with all board policies.
3. The staff/student representative is first and foremost a board member and must act for the common good of the students at the school at all times.	3.1	The staff/student representative is not a staff/student advocate.
	3.2	The staff/student representative does not bring staff/student concerns to the board.
4. The staff/student representative is bound by the Code of Ethics for Staff and Boards of New Zealand Catholic Schools (NZCEO, 2014) and the board code of conduct.	4.1	The staff/student representative acts within the codes of conduct.
5. It is not necessary for the staff/student representative to prepare a verbal or written report for the board unless specifically requested to by the board.	5.1	No regular reports are received unless a request has been made by the board on a specific topic.

Procedures/supporting documentation

[Code of Ethics for Staff and Boards of New Zealand Catholic Schools](#)

Board to enter own documentation.

Monitoring

The staff representative is elected by school staff. The staff election is held every three years at the same time as the parent election.

The student representative is elected by students, this election is held every year in September.

Legislative compliance

Reviewed: March 2024	Next Reviewed: March 2027
Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wednesday 27 March 2024