



PUBLIC ATTENDING BOARD MEETINGS GUIDELINES

Preamble: These guidelines have been developed in accord with the guidelines of the New Zealand School Trustees Association and the Ministry of Education as approved by the **School Leadership Team in August 2023.**

Guidelines: The Board fosters open and transparent governance. It welcomes public attendance at and observation of board meetings. Members of the public include staff, students and parents, families and whānau of the school community who are not members of the board.

The following procedures are available to members of the public attending meetings so that they understand the rules that apply and are to be followed unless otherwise authorised by the Board:

- 1) Board meetings are not public meetings, but meetings held in public.
- 2) If the meeting moves to exclude the public (usually to protect the privacy of individuals), members of the public will be asked to leave the meeting until this aspect of business has been concluded.
- 3) Members of the public may be given copies of the meeting agenda and associated reports.
- 4) Members of the public may request speaking rights on a particular item that is on the agenda. Preferably, this request will have been made in advance. Public participation is at the discretion of the board.
- 5) Speakers shall be restricted to a maximum of 5 minutes each per subject, with a time limit of 15 minutes per interest group.
- 6) No more than 3 speakers will be permitted on any one agenda item.
- 7) Speakers are not to question the board and must speak to the agenda item.
- 8) Board members will not address questions or statements to speakers.
- 9) Speakers shall not be disrespectful or offensive or make malicious statements or claims.
- 10) If the person presiding over the meeting believes that any of these conditions have been breached or the speaker has gone over time, they will be asked to finish.

Review: These Guidelines will be reviewed annually by the Board.