



## ROLE OF THE PROPRIETOR'S APPOINTEES – A SUMMARY

Proprietor's Appointees on the Board are full members of the Board with all the same rights and obligations of other Board members. All Board members have responsibility for the Catholic Special Catholic Character of the school inscribed in the school's integration agreement and charter.

However, deriving from the fundamental characteristics of Catholic schools as described in Canon Law and safeguarded by Section 6 of the Education and Training Act (2020), you as the Archbishop's Appointee also have some special responsibilities, which are summarized below.

- Be mindful of the Archbishop's role as Bishop of the Archdiocese and the rights and responsibilities that are associated with his role.
- Participate fully in Board activities and carry out your duties appropriate to the role of a Board member. See School Trustees' Code of Behaviour. (*over*)
- Ensure that the school remains a Catholic school, working closely with the Principal and other Board members.
- Ensure that the school fulfils its primary purpose of giving a Catholic education to Catholic children and young people, and that the school strives for excellence in all its endeavours.
- Assist in preserving the Catholic Character by being aware and fully supportive of relevant policies of the Proprietor and Diocese, and by acquiring knowledge and expertise in the areas which influence Catholic character, in particular, staff appointments, staff relationships, school programmes and student enrolments.
- Ensure that there is at least one Proprietor's Appointee on any committee dealing with appointment matters. This includes direct involvement in the appointment process when it is delegated to the Principal.
- Be sensitive to matters of equity and justice, and have respect for different cultural, ethnic and family backgrounds and circumstances.
- Support the Religious Education programme and professional development for the DRS and staff.



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- Be a channel of communication between the school and the Archbishop and consult on matters that may impinge on the Catholic Special Character of the school.
- Ensure that the Catholic community's property is kept in good order and communicate with the Proprietor on a regular basis about property issues.
- Complete a collaborative report from appointees to the Proprietor in writing annually.
- Be conscious of the close relationship that needs to exist between the school and the parish Church community and assist in fostering that relationship through your active involvement with the parish Church community.

*Information from "Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools"*

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## TRUSTEE'S CODE OF BEHAVIOUR

The Board is committed to ethical conduct in all areas of its responsibilities and authority. Trustees shall:

1. Maintain and understand the values and goals of the school
2. Uphold the special character of the school
3. Ensure the needs of all students and their achievement is paramount.
4. Be loyal to the organisation and its mission
5. Publicly represent the school in a positive manner
6. Respect the integrity of the principal and staff
7. Observe the confidentiality of non-public information acquired in their roles as trustees and not disclose to any other persons such information that might be harmful to the school
8. Be diligent and attend board meetings prepared for full and appropriate participation in decision making
9. Ensure that individual trustees do not act independently of the board's decisions
10. Speak with one voice through its adopted policies and ensure that any disagreements with the board's stance are resolved within the board
11. Avoid any conflicts of interest with respect to their fiduciary responsibility
12. Recognise the lack of authority in any individual trustee or subgroup of the board in any interaction with the principal or staff
13. Recognise that only the chairperson can speak for the board
14. Continually self-monitor their individual performance as trustees against policies and against any other current board evaluation tools
15. Be available to undertake appropriate professional development.

*Information from "New Zealand Schools Trustees Association"*