



**NZSTA**  
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## Governance support resources

# Trustee behaving badly - letter of sanction template

Dear

Further to our discussions, and those of the board expressed in-committee on \_\_\_\_\_, we seek your assurance as a board of trustees member for \_\_\_\_\_ School that you will adhere to our Code of Behaviour. Particular areas of concern are your adherence to:

- Be loyal to the school and its charter
- Support the principal as the professional leader of the school
- Adhere to board policies
- Not to act independently of the board's decisions
- Timely attendance and full participation at board meetings

As was conveyed to you at last week's board meeting the board, management team, and staff hold the best interests of every child attending \_\_\_\_\_ School as paramount to them. There is a tremendous amount of excellent work, dedication, and professionalism in ensuring this is a continuing process.

We remind you that effective governance is a successful blend of professional expertise and community involvement. This cooperation should lead to effective and positive relationships between trustees and staff and ensure the educational well being of the children is maintained.

We feel that your present attitude as a trustee is detrimental to the smooth running of this board, \_\_\_\_\_ School, and ultimately the education of our children. If your intention is to remain on the board, your support is required.

Yours sincerely

 [nzsta.org.nz](http://nzsta.org.nz)  
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### Where do I get advice?

The *Governance advisory and support centre* advisers can also assist and are contacted on 0800 782 435, option 1 or [govadvice@nzsta.org.nz](mailto:govadvice@nzsta.org.nz)