



NZSTA
e tipu e rea

Governance support resources

The role of the board secretary

To enable board members to participate fully in board meetings, it is desirable that someone other than a board member takes minutes and provides administrative support. In some instances this role is part of an employment agreement of a member of board staff, while other boards have a minute secretary who attends the meetings and records the minutes, and a board secretary who works along side the principal and presiding member providing other administrative assistance to the board. As such, it is usual to pay the board secretary and/or minute secretary for the work done on a commercial basis rather than the equivalent trustee meeting fee.

While the board secretary is responsible to the presiding member of the board, it is likely that their functional relationship will be with the principal.

Key tasks may include

- Minutes secretary for board and committee meetings
- Minutes secretary for public excluded business, including student suspension meetings
- Preparing the meeting agenda in consultation with the presiding member and the principal
- Photocopying, collating, and distributing meeting agendas, reports and correspondence to board members prior to meetings
- Writing and distributing meeting minutes to board members
- Receiving and sending board correspondence as required
- Managing record keeping and retention as required.
- Arranging an appropriate venue and catering for all scheduled board meetings and functions
- Booking board members into seminars and conferences and working with the principal's PA regarding travel arrangements
- If appointed by the school board, acting as returning officer for board triennial, mid-term and by-elections, as required.
- If appointed by the school board, acting as returning officer for student trustee elections, as required. (September each year)
- Acting with integrity, maintaining board confidentiality always
- Other duties as required by the board

Notes for Board meetings:

- Meeting minutes need to record all board resolutions with a summary of any relevant background information and brief discussion points.
- Not being a member of the board, the board secretary does not have speaking rights automatically. The board may grant speaking rights to allow the secretary to provide information.
- They can raise a concern relating to the record, e.g. asking that a notice of motion be repeated or that a complex resolution be written down.
- The board secretary is not excluded when the board moves to exclude the public from an open meeting (public excluded business). They are performing a role for the board either as: an employee, a contractor or in a voluntary capacity. The board needs them to continue to perform that role unless they cannot be present, because they are conflicted.
- Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) the board meeting

agendas and associated reports need to be available for inspection at the school office at least two working days before every meeting.

Useful links:

KnowledgeHub
NZSTA Governance Framework
School records

[Board minute taker and secretary roles](#)
[C1 meeting protocols.](#)
[Retention and disposal Information](#)



nzsta.org.nz



facebook.com/NZSTA1



twitter.com/NZSchoolTrustee

For further advice please contact the *Advisory and Support Centre* on
0800 782 435, option 1 or
govadvice@nzsta.org.nz