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# Macleans College - POLICIES & DIRECTIVES

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| SECTION NO: <b>1400</b>         | POLICY NO: <b>1405</b> | ISSUE DATE: 26/05/99 |
| TITLE: <b>BOARD OF TRUSTEES</b> |                        | ISSUE NO: 1          |
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## Meeting Procedures

### RATIONALE:

Macleans College Board of Trustees will have meeting practices that ensure compliance with the Public Meetings Act (1987) and good and representative meeting practice.

### PURPOSE:

- 1 To ensure efficient, legal and compliant meeting procedure.
- 2 To have procedures that ensure meeting practices free from bias.
- 3 To ensure good representation of opinion.
- 4 To provide for efficient procedures for dealing with Board of Trustees business.

### PROCEDURES:

- 1 Meeting procedures shall be in accordance with the Public Meetings Act (1987).
- 2 Macleans College Board of Trustees shall establish the following sub-committees:
  - Finance
  - Uniform
  - Education
  - Staffing
  - Legal
  - Buildings
  - Discipline

These sub-committees will meet as required or as directed and report to monthly board meeting.

- 3 Should a Board of Trustees member know of an intended absence, then they shall, if possible, seek prior leave from the Board.

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- 4 Should any member of the Board of Trustees of Macleans College have a “conflict of interest” in any board proceeding, then they shall:
  - a) declare, for the minutes, any “conflict of interest”; and
  - b) abstain from speaking and voting on the item.
  
- 5 Student opinion shall be represented to the Board of Trustees via regular meetings of the Board Chairperson and the Principal with the head prefects and the house captains.