



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

<b>St 6d</b>	<b>BOARD MEETINGS</b>
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<b>Applies to:</b>
<b>Specific responsibility:</b>

<b>Version: 1</b>
<b>Date approved: 5 Aug 2014</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

<b>Responsibilities and delegations</b>	
This policy applies to	Governing body and General Manager
President	Lead the conduct of meetings and apply broad discretion and authority to make rulings on questions of meeting procedure (subject to the limitations set out in this policy).
President/Vice President Chairperson, General Manager	Lead development of meeting agendas
Chairperson and General Manager	Prepare and present reports for governing body meetings, and facilitate staff reports for the governing body meetings as appropriate
Treasurer	Monitor financial reports presented to governing body meetings
Policy approval	Senior Management Team in consultation with Board

## POLICY STATEMENT

This policy provides guidance to the governing body in the conduct of its meetings to ensure:

- Meetings are effective, efficient, and compliant with legislative requirements;
- Decision making gives proper regard to the strategic priorities of the organisation; and
- Discussion and decision making is inclusive of all governing body members.

The Board has adopted the following strategies in order to ensure efficient and effective decision-making at board meetings. Board meetings are held each term. A quorum for a Board meeting is 3.

## Definitions

**Board:** The legally responsible managing body of the organisation, also known as the governing body or Board.

**Chair:** President of the governing body with roles and responsibilities set out in the organisation's incorporation requirements, also known as the President.

**Governing body:** The legally responsible managing body of the organisation, also known as the Board.

**In camera:** Closed or private session without the presence of specific individuals or groups, usually the General Manager - CEO/Manager.

## PROCEDURES

### 1. Meeting purpose

Board meetings are a legal requirement of the organisation's incorporation and provide the Board members with a forum from which to carry out their primary roles of strategic planning and leadership, and ensuring organisation viability.

Board meetings focus on matters of governance such as broader organisational policy making and review, progress towards the achievement of strategic outcomes and key results, accountability and compliance, and the financial health of the organisation.

### 2. Meeting schedule

The full Board meets a minimum 3 times a year, with meetings being in-person or through telecommunications such as telephone and internet linkage.

Scheduled Board meetings occur 6 weekly on Thursday generally at Jumbunna Community Hub.

Scheduling of meetings considers internal and external issues or events that may require time specific decision making, such as external financial reporting.

Wherever possible 5 working days' notice shall be given for any changes to the scheduled date, time and place of Board meetings.

Additional Board meetings may be set by the governing body as a group to address urgent or other matters. As much notice time is provided to members and the CEO/Manager to facilitate quorum attendance.

### 3. Meeting quorum

The quorum for governing body meetings to be considered legally valid is 3 members as per Jumbunna's incorporation requirements members.

## Agenda planning

The President and General Manager plan the agenda before each meeting in order to:

- allocate issues to be included for decision making, discussion or information only (based on the input of staff and Board members);
- ensure that the purpose for inclusion of issues is clear;
- plan time allocation for different issues on the agenda.

## Structure of meetings

The following strategies will be used to ensure productive Board meetings:

- The agenda will be structured to clearly identify non-discussion items, items for decision, items for discussion and items for information only.
- Time will be allocated at the beginning of each meeting for re-ordering and prioritisation of the agenda.

- Board meetings will regularly include time for major discussion on key or emerging issues. These topics will be planned in advance.
- Items for the next agenda will be identified at the end of each meeting.
- The meeting is chaired by the President, or his/her absence Vice President.

### **Decision-making in Board meetings**

To be clear about decisions made by the Board and accurately document decisions:

- Items requiring decisions to be made will be clearly indicated on the agenda, with recommendations from staff included in the papers.
- As a decision is made, the chair will clarify to the meeting what the decision is.
- Voting on decisions
- The minute taker may also request that the meeting clarify and confirm a decision (e.g., before the meeting progresses, to seek clarification and read back the decision to ensure it has been captured correctly).

### **In camera discussions**

- The Board recognises that at times there may need to be in camera discussions. Such sessions may discuss personnel, financial, or other sensitive decisions that must not be made public (e.g., a proposed merger or strategic change the organization does not want disclosed to competitors).
- In camera items will not be recorded in the minutes but will be recorded separately and held in a confidential file.
- Records of 'in camera discussion' will also include the reason why the matter was determined to be in camera rather than on the public record.

### **Reporting and presentation of materials**

The Board papers will ordinarily include:

- Minutes of the previous Board meeting
- Minutes of sub-committee meetings
- Financial Reports
- Papers provided for discussion, including the staff report. Any papers that require 'in camera' or closed discussion should be noted as such.
- Papers provided for decision
- Papers provided for information.

The General Manager will:

- send reminders to staff to submit their contributions
- prepare the papers and compile the Board papers for each meeting
- ensure the Board members have access to all relevant papers at least 5 working days prior to a meeting.

Papers should be provided on all issues so that the Board members can make informed decisions. Papers should indicate whether they are being provided for decision-making, for 'in camera' discussion and decision, for information only or for discussion. Minutes from the sub committees are to be circulated with the Board papers, so as to allow Board members time to read them in advance. Major items or issues that need discussion or decisions from the Board should be separately listed on the agenda.

Matters requiring 'in camera' discussion should not be minuted but the discussion and any subsequent decision should be recorded and held in a confidential file. These may also be discussed at a separate Board meeting.

### **Staff report to the Management Committee**

The Staff Report should identify:

- Progress and outcomes
- Major developments in ongoing policy/sector development issues
- Emerging policy issues that may need to be addressed in policy/sector development work in future.

The Staff Report should not report activities undertaken in the previous month unless directly relevant to understanding the report on outcomes.

### **Role of staff in Board meetings**

The General Manager will attend Board meetings.

Other staff are normally expected to attend only for discussion of issues in their area, where these have been placed on the agenda for decision or discussion.

Staff members have the right to attend Board meetings if they wish and to participate in discussions and debate that concerns their area of work, however this does not include in camera discussions.

### **Records of Management Committee meetings**

The minute taker will keep the record of discussion and decisions at each Board meeting. Minutes will then:

- be typed up, ratified at the subsequent meeting, and signed by the President stored in electronic form/hard copy and made available on request to Board members and staff
- be stored in hard copy, with minutes from current and previous year held in locked Admin File, and older records archived.
- held at least for seven years.
- For Board meetings involving in camera discussions the in-camera section of the meeting will be recorded but not included with general Board minutes. The written record of the in-camera session will be held separately in a confidential file.

## DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Board Meetings	Policy Number:	
Date Approved:	March 2024	Approved By:	Senior Management Team
Date Issued:	March 2024	Review Date:	30 June 2025
Version 1.6	This version of the policy was approved March 2024 and replaces the version approved 24 August 2023.		

