

THE SCHOOL ASSOCIATION

THE SCHOOL COMMITTEE

TE TAOKOTAI'ANGA APII

TE KUMITI APII



Publishing Note: *The School Association - The School Committee*. Edition: 4. Effective Date - 8th June, 2016.

Kia Orana

Meitaki maata to all those who give their time and energy so freely to support our schools through membership of a School Committee.

The role of the Committee is to support and promote the interests of the school and bring about cooperation between the school, parents and other community members on education initiatives.

The School Committee is not school management, which is the responsibility of the Principal, but the Committee's support to the Principal through providing advice on community matters and helping with school projects is always greatly appreciated.

This is your child's school and it is important that the policies of the school not only reflect the legal and regulatory requirements but also reflect the community it serves. Your role in policy development is vital to ensuring that the school policies create the school and learning environment you want for your child. This will take time and commitment and again I thank you for being prepared to give this.

I truly hope that your involvement on the Committee will provide you with an opportunity to contribute to the development of our young people and give you confidence in the quality learning opportunities and education our schools are striving to provide for the next generation.

Kia Manuia

Gail Townsend
Secretary of Education

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THE SCHOOL ASSOCIATION

THE SCHOOL COMMITTEE

The School Association is made up of people who have an interest in a school. This includes parents, caregivers and others who live in the community. The School Committee is the Executive of the School Association. Private schools have a 'School Board', their roles and functions are slightly different to School Committees. The schools especially on Rarotonga and Aitutaki may have combined school committees should they wish to.

The School Association may elect two (2) members from the Association to be on the Discipline Committee.

The role of the School Committee is to:

- PROMOTE - the interests of the school.
- FACILITATE - further development of the school.
- FOSTER - community interest in educational matters.
- ADVISE - school principals on matters relating to students of the school.
- PROVIDE - input to the strategic plan of the school and school wide policies.
- ASSIST - in promoting the interests of the school in all areas. The general operation and management of the school discuss and amend school policies and have them ratified by the Chairperson.
 - in keeping the school grounds, buildings and equipment maintained through raising funds for planned projects.
 - in organizing fund raising activities.
 - and perform any other tasks in line with the 2012 Education Act.

1. A School Association must hold its AGM on or before the 31st of March each year.
2. The Chairperson must ensure that a notice of meeting is advertised to parents of the school and the public at least 7 days prior to the Annual General Meeting.

TE TAOKOTAI'ANGA APII

TE KUMITI APII

Ko te Taokotai'anga Apii o te au metua e tamariki ta ratou i te apii e tetai uatu tangata tei inangaro i te piri mai. Ko te Kumiti Apii, ko ratou te ka rave i te tuanga angaanga a te Taokotai'anga Apii.

Tuke rai te akateretereanga kumiti a te au apii kare i raro ake i te akatereanga a te Kavamani.

Ka rauka i te au kumiti apii o Rarotonga e Aitutaki i te akaruru ei kopapa okotai no ta ratou apii, me ka anoano ratou.

Ka anoano katoa ia kia ikia mai e rua (2) tangata ei mema ki runga i te Kumiti Akatanotano o te apii.

Te tuanga angaanga a te Kumiti Apii ko te:

AKAKITE - i te anoano o te apii.

TURUTURU - i te tupuanga o te apii.

AKAARIU - i te oire tangata ki te apiianganga o te tamariki.

AKAMATAKITE - i te turanga o te tamariki apii i roto i te oire ki te Puapii maata.

TAUTURU - e te akakite i te anoano o te apii pera katoa to te tamariki apii, e to te au puapii.

- Tauturu i te akateretereanga o te apii i te au ra apii, uriuri manako e te akatano i te au ture a te apii e kia taina ia e te Tama Akatere-au o te Kumiti Apii kia mana.

- Tauturu i te akamaneaanga i te aua apii, te ngutuare apii e pera katoa te au apinga taangaangaia i roto i te apii.

- Kimi moni ei tauturu i te akakoroanga o te apii.

- Rave i tetai au angaanga tei tau i roto i te Ture Metua o te Apii, 2012.

Ka anoanoia te Kumiti Apii kia rave i te Uipaanga Mataiti i roto ia Mati ra 31, me kare i mua ake i te reira ra, i te au mataiti rava rai.

Kia tuku atu te Tama/Maine Akatere-au i tetai akakitekiteanga na roto i te nuti peapa ki te au metua o te apii, pera ki te katoatoa e itu ra i mua ake te ra o te Uipaanga Mataiti.

MEMBERS of the SCHOOL COMMITTEE

The Association, during the AGM, elects the following to be the Executive of the School Committee:

1. The Chairperson who is responsible for chairing meetings of the Association and its Committee.
2. The Treasurer who is responsible for keeping and maintaining the School Association's financial records.
3. The Secretary who is responsible for keeping and maintaining the School Association's records of meetings, correspondence and reports.
4. Elect at least 2 other members, as decided by the School Association. These members may be parents of a child in the school or, a non parent, who is over 18, and is interested in the welfare of the school.

The majority of the elected members must be parents of students at the school. For example if seven (7) members are elected, then at least four (4) must be parents of students at the school.

The elected members of a committee hold their position until the next AGM and can be re-elected by popular vote.

The members of the committee hold their positions in an *honorary capacity*.

The Principal and a teacher representative are also members of the School Committee.

AUTHORITY OF A SCHOOL COMMITTEE

1. Must comply with the Education Act and any written directions from the Secretary of Education.
2. A School Committee DOES NOT have any authority over the Principal, teaching staff or the general operation and management of the school.

TE AU MEMA O TE KUMITI APII

Kia iki te Taokotai'anga i te Kumiti Apii i roto i te Uipaanga Mataiti mei tei akataka ia i raro ake nei:

1. Tetai Tama/Maine Akatere-au no te akatereanga i te au Uipaanga Mataiti pera katoa i te akatereanga i tona ruru kumiti.
2. Tetai Tama/Maine Akatere-moni te ka mou i te rekoti moni e te au akapapaanga.
3. Tetai Tekeretere ei akono i te au rekoti a te kumiti e pera katoa i te tata i te miniti o te au uipaanga katoatoa. Kia riro katoa aia i te tuku atu i te au tuatua akakite tei anoanoaia e te akono atu i te au ripoti.
4. E rua mema kumiti tei inangaro i te tauturu i te apii, e kua tere atu to raua mataiti i te tai-ngauru-ma-varu (18).

Kia riro te maata anga o te Kumiti Apii, ei au metua e tamariki ta ratou e aere ana ki te reira apii. Teia te akaraanga, me e itu (7) mema tei ikiia, kia riro e a (4) ia ratou mema e au metua.

Ka mou te mema kumiti i to ratou taoanga e tae uatu ki te tuatau o te Uipaanga Mataiti ei reira e iki akaouia te au taonga.

Ko te taonga kumiti, e taonga turuturu ua te reira.

Ko te Puapii Maata e tetai mata no te au puapii, e mema katoa raua i roto i te Kumiti Apii.

TE MANA O TE KUMITI APII

1. Kia kauraroia te Ture Metua o te Apii e te akaueanga mei ko mai i te Tekeretere o te Maraurau o te Apii.
2. KARE o te Kumiti Apii mana ki runga i te puapii maata, te au puapii e pera katoa te akateretereanga i te apii.

The CHAIRPERSON

The role of the Chairperson includes:

1. Managing the School Committee meetings:
 - a) Ensure meetings run in an orderly and productive manner
 - b) Encourage and facilitate discussion on all matters raised
 - c) Allow all members to contribute and express their views
 - d) Ensure that the committee meets at least once every 2 months, but not in December and January
 - e) Try to assist the committee to reach consensus on issues
 - f) In the case of a tied vote the chairperson has a casting vote
2. Participate in the Principal's Performance Appraisal by providing feedback to the Ministry.
3. On request, assist the Principal or Ministry with staff selection, student discipline and community support.

MEETING PROCEDURES

Before a meeting:

1. With the assistance of the Secretary ensure that all reports and other documentation are ready. (Refer to Secretary's role pg.8)
2. In the case of an AGM ensure that the meeting is advertised through the school newsletter and the media at least 7 days before the meeting.
3. Ensure that everyone has a copy of all documents.
4. Check that there are enough members present for a quorum. If a quorum is not reached, the meeting should be adjourned to a later date and all members advised. (The quorum is half the number of people on the committee plus one.)

During the meeting:

1. Open the meeting with a prayer.
2. Receive apologies.
3. Amend where necessary and adopt minutes of the last meeting.
4. Discuss matters arising from the past meeting.
5. Read out any correspondence to the School Committee
6. Receive reports from the Treasurer & Principal (in the case of an AGM, the Chairperson will also provide a report)
7. Discuss general business.
8. Accept discussions and reach relevant decisions on other business.
9. Inform members of next meeting.
10. Close the meeting with a prayer.

Please Note: Procedures for an AGM are the same as above however, at Step 6, after the reports are read and discussed, the election of office bearers for a new School Committee takes place and the new Chairperson will conduct the rest of the

Te TAMA/MAINE AKATERE-AU

Ko te au angaanga a te Tama/Maine Akatere-au koia oki ko te:

1. Akatere i te uipaanga a te Kumiti Apii e pera katoa te Uipaanga Mataiti:
 - i. Kia tere ki mua ma te meitaki ma te puapinga
 - ii. Kia tau te uriurianga tuatua kia kore e riro e nana ua te tukuanga tika
 - iii. Akakoukou mai i te au manako tei uriuriiia kia rauka tetai tikaanga manea
 - iv. Kia rave i te uipaanga e tai taimē i roto i te rua marama, eiaa ia Titema e Tianuare
 - v. Me kare e rauka tetai tikaanga tau, kia tuku te Akatere-au i tana tukuanga tika.
2. Piri atu ki roto i te vaitoanga i te kaveinga ta te Puapii Maata i akanoo nona uaorai na roto i te ripotianga mai i te reira ki te Maraurau o te Pae Apii.
3. Me ka anoanoia, kia tauturu i te Puapii Maata e te Minitiri i te ikianga Puapii e te aronga angaanga o te apii, akara atu i tetai au ravenga tauturu i te tamariki apii tei paruparu to ratou turanga. Nana katoa e aruaru i te akaariu mai i te oire tangata ki te apii.

AKATERETEREANGA UIPAANGA

I mua ake i tetai uipaanga:

1. Ka akanoonoo te Tekeretere e te Tama Akatere-au i te au ripoti te ka anoania no te uipaanga (akara ki te tuanga angaanga a te Tekeretere).
2. Kia akakitekite ia te ra e te ora o te Uipaanga Mataiti na roto i te nuti peapa a te apii ki te au metua e pera katoa na roto i te ratio, me kore te pia tutu, e itu (7) ra i mua ake i te uipaanga.
3. Oronga atu i te au ripoti ki te au mema o te Kumiiti Apii.
4. Akapapu e kua tae te au mema tei anoania no te akamata atu i te uipaanga. Me kare e tae te numero tangata e mea tau kia va'o ia atu ki tetai taime i muri ake.

Te taime o te uipaanga:

1. Akamata atu na roto i te pure.
2. Tataaraanga o te au mema kare i tae mai.
3. Uriuri e te akatano i te miniti o te Uipaanga Mataiti me kare ra te uipaanga i tupu i te marama i topa ake nei, tei runga ua i reira i te tu uipaanga.
4. Uriuri atu i te au tamanakoanga no roto mai i te uipaanga tei oti ake nei; eaa tei tupu, me kore eaa tei rave ia.
5. Tatau i te au peapa tei tata ia mai ki te kumiti apii e tei tukuna ki vao.
6. Oronga atu i te ripoti a te Akatere-moni (i roto i te Uipaanga Mataiti ka anoano katoa ia te ripoti a te Tama/Maine Akatere-au.)
7. Uriuri manako no runga i te akakorongoanga o te uipaanga.
8. Ariki i te uriurianga kia rauka te akapapuanga tau.
9. Akapapu atu i te ra, taime e te ngai o te uipaanga ki mua ki te Kumiti Apii.
10. Akaoti na roto i te pure.

Akakiteanga: i roto i te Uipaanga Mataiti ka aru katoa ia teia au takaianga i runga ake nei, mari ra me tae ki te takaianga 6, ka oronga katoa mai te Akatere-au i tana ripoti mataiti. Aru mai i te reira ka raveia te ikianga o te au mou taoanga ou o te Kumiti Apii ou. Na te Tama Akatere-au ou i reira e akatere atu i te uipaanga mei te takaianga 7, 8, 9, e te 10.

The SECRETARY

The role of the Secretary includes:

1. Keeping accurate minutes of all meetings. These may be recorded in Maori or English.
2. Accurately record decisions that the committee reaches.
3. Write drafts of motions moved and seconded and read back to the meeting for accuracy and meaning.
4. Record the names of members who have moved and seconded motions. Adoption of reports must be recorded.

The Secretary is a full member of the committee and should take part in discussions at meetings.

MEETING PROCEDURES

Before the meeting:

Arrange for the following papers to be printed ready for members as follows:

1. The agenda
2. The minutes of the last meeting
3. The Treasurer's report
4. The Principal's report
5. Other reports (if relevant)
6. Check for new inwards correspondence.

During the meeting:

Quorum: Ensure Chairperson has a record of all members present.

Papers: Ensure all members have copies of any papers for the meeting.

Apologies: Record the names of those who have sent in their apologies to the meeting.

Minutes: Reading and corrections to minutes of the last meeting. Make the changes or corrections to these minutes before the next meeting, minutes must be signed off by the Chairperson once confirmed as accurate.

Matters arising from last meeting: Record decisions reached after discussion on any matters arising.

Correspondence: Table inwards and outwards correspondence.

Treasurer's Report: Record any decisions the Committee reaches on this report. Record the names of the mover and seconder and note the adoption of the report.

Principal's Report: Record the outcomes of all decisions the Committee reaches. Record the names of the mover and the seconder and note the adoption of the report.

Sub-Committee Reports: Record the outcomes of all decisions by the committee. Record the names of the mover, seconder and note the adoption of the report.

Agenda Business: Record the outcomes of all decisions the Committee reaches after discussion on general business matters. If a motion is moved and seconded, it should be drafted and read back to the meeting for approval before the voting process.

Next Meeting: Ensure that the date and time for the next meeting is recorded in the minutes. The Secretary should send out a reminder notice of meeting prior to the next scheduled meeting.

Te TEKERETERE

Ka anoanoia te Tekeretere kia:

1. Tata meitaki ite miniti o te uipaaanga ki roto i te reo Maori me kare ra, reo papaa.
2. Rekoti meitaki i te au tukuanga tika tei arikiia e te kumiti.
3. Tata e te tatau akaouanga ki te au mema i te au akakeuanga tei turuia.
4. Rekoti i te au ingoa o te au mema tei akakeu e pera katoa tei turu i te akakeuanga. Rekoti katoa te ripoti tei akamanaia.

Ko te Tekeretere, e mema katoa aia e tikaanga tona i te tuku manako ki runga i te uriurianga i roto i te au uipaanga.

TE TU AKATERETERE ANGA O TE UIPAANGA

I mua ake i te uipaanga:

Kia akapapa te Tekeretere i:

1. Te akakoroanga me kare tumu tamanako te ka uriuria.
2. Te miniti o te uipaanga i topa ake nei
3. Te ripoti a te Tama Akatere-moni
4. Te ripoti a te Puapii Maata
5. Tetai uatu au mea ka tano kit e uipaanga.
6. Tatau atu te au peapa tei tae mai ki te Kumiti Apii.

I roto i te tuatau o te Uipaanga:

Numero tangata tei anoanoia: Akapapu atu e kua tae te numero tangata te ka anoanoia e rauka ai te akamata i te uipaanga. Rekoti katoa atu i te ingoa o te au mema tei tae katoa mai ki te uipaanga.

Peapa: Akapapu e kua tu te au mema i te au peapa tei akapapaia.

Tataraaraanga: Rekoti i te ingoa o te au mema tei akakite mai e kare ratou e tae mai.

Miniti: Tatau e te akatanoanga i te miniti o te uipaanga tei oti ake nei. Uriurianga i tetai au mea tei tuatua ia i roto i teia miniti.

Rekoti i te au manako tei rauka mai mei roto i te uipaanga i oti ake nei.

Tatau i te au peapa tei tukuia atu ki vao e tei tae mai ki te kumiti.

Ripoti a te Tama/Maine Akatere-moni: Rekoti i te au akakeuanga i te ripoti a te Tama/Maine Akatere-moni. Rekoti katoa atu i te ingoa o te au mema tei akakeu e pera katoa te au mema tei turu i te akakeuanga e te au tauiaanga.

Ripoti a te Puapii Maata: Kia rekoti ia te au akakeuanga mei roto mai i te ripoti a te Puapii Maata. Rekoti katoa atu i te ingoa o te au mema tei akakeu e pera katoa tei turu i te akakeuanga e te au tauiaanga.

Ripoti Keke: Rekoti i te au akakeuanga mei roto mai i tetai au ripoti keke. Rekoti katoa atu i te ingoa o te au mema tei akakeu e tei turu i te ripoti e te au tauiaanga.

Au manako tei Uriuriia: Rekoti i te au akatikaanga no runga i te au manako tei uriuriia. Rekoti katoa i te au akakeuanga tei rauka mai i mua ake i te tuanga o te ikianga.

Te Uipaanga ki mua: Kia akanoo ia te ra, te taime, te ngai o te uipaanga ki mua e kia rekotiia ki roto i te miniti. Ka tuku te Tekeretere i te tuatua akakite no te akamaara ki te au mema i te uipaanga te ka raveia.

The TREASURER

The role of the Treasurer includes:

1. Keeping all records of income and expenditure.
2. Prepare and present a financial statement at every Committee meeting.
3. Keeping records of all financial transactions including receipt books, bank deposit receipts, invoices, bank statements and cheque butts.
4. Ensure that accounts are audited by an independent and qualified person. He/she can choose to have the accounts audited by the Ministry's Finance Division.
5. Providing to the AGM all Revenue and Expense reports.

For example:

Income

- fundraising
- fees
- donations
- interest received on deposits

Expenditure

- advertising and promotion
- communications
- printing & stationery
- repairs & maintenance
- resources
- bank fee charges
- equipment and general expenses

Net Profit/Loss

- difference between income and expenditure

6. Provide to the AGM the Financial Position (balance sheet).

Assets

- Bank accounts
- Accounts receivable

Liabilities

- Accounts payable
 - Members Equity
 - Net difference of assets less the liabilities
7. Prepare a financial report for regular School Committee meetings.
 - These do not need to be audited, however, they must have bank reconciliation details and statements, accounts receivable, revenues and expenses.

Te TAMA/MAINE AKATERE-MONI

Te angaanga a te tama Akatere-moni koia oki ko te:

1. Rekoti i te au moni katoatoa i rauka (income) pera katoa tei tutaki ia ki vao (expense).
2. Oronga atu i te akapapaanga moni ki roto i te au uipaanga katoatoa a te kumiti.
3. Rekoti i te au akapapaanga moni tei tau ki te te puka ritiiti, te au pira, te puka pangika e te vai atura.
4. Akapapu e kia otita ia te akapapaanga moni e tetai taunga kite e te marama i teia angaanga. Ka rauka katoa i te Taunga-moni o te Maraurau Apii i te otita i te akapapaanga moni.
5. Ripoti ki te Uipaanga Mataiti i te turanga o te akapapaanga moni i te mataiti i topa, mei tei akataka ia i raro ake nei.

Akaraanga:

Te moni tei rauka na roto i te:

- kimikimianga moni
- moni tutaki apii a te tamariki
- moni oronga uaia mai
- moni tere angai a te pangika.

Te moni tei pou:

- te au akakitekite anga tuatua na roto i te mareva
- te nuti peapa
- te taniuniu ki vao e pera katoa te imere
- te okoanga i te puka tata
- te peapa e te vai atura
- te maanianga i te au matini tei kino e te vai atura

Moni tei rauka mai e tei pou:

- Akamarama anga i te tuke i roto ite moni tei rauka mai e tei pou ki vao.
6. Akamarama ki te Uipaanga Mataiti i te moni tei toe mai i muri ake i te au akapouanga.

Puapinga:

- Akakite ki te uipaanga i te turanga o te moni i roto i te pangika e pera tei kare i tutaki ia mai ake ki te kumiti, te au kaiou e tei kare i tutaki ia mai ake.

Kaiou:

- Te puapinga akataka i te katoaanga o te meitaki te ka rauka mai me kiriti ia te kaiou.

7. Akoonono i tetai ripoti moni i te au uipaanga kumiti katoa.
 - Kare e anoanoia kia otita ia te ripoti, mari ra ka anoanoia te tuanga moni akakite i te au marama a te pangika, te au rititi e te vai atura.

BANK ACCOUNTS of a SCHOOL COMMITTEE

1. Each School Association must have only one bank account, however, if the Secretary of Education approves, they may have another bank account for purposes such as interest earning term deposits.
2. Money received by a school association must be deposited in the association's bank account as soon as practicable after the money is received.
3. The Trustees of the bank accounts are:
 - a) the Principal;and
 - b) the Treasurer;and
 - c) another member of the School Committee who is appointed by the members at the Annual General Meeting of the Association.
4. Each bank account must be operated only on the signature of two of the Trustees.
5. The Principal must ensure that the money is used solely for the school and nothing else.

FINANCIAL RECORDS of a SCHOOL COMMITTEE

1. The Principal must keep every financial record of the School Committee for seven years.
2. The Treasurer must, as soon as practicable after the end of the year, arrange for an auditor:
 - a) to audit the financial records of the School Association; and
 - b) to prepare a report on the results of the audit.
3. An 'auditor' must be a qualified accountant and approved by the Secretary for auditing the School Committee's accounts. The Finance Division of the Ministry of Education may offer to provide the audit.
4. The Treasurer must give a copy of the auditor's report to:
 - a) the Secretary of Education,
 - b) the Audit Office, and
 - c) the members present at the next Annual General Meeting.

TE PUKA PANGIKA a te KUMITI APII

1. E tai puka pangika ka akatikaia na te Kumiti Apii, e me kua tika i te Tekeretere o te Maraurau Apii ra, ka rauka i reira e rua puka no te tuanga moni taporoporo no tetai tuatau.
2. Kia pangika vivikiia tetai uatu moni te ka rauka mai i te apii ki roto i te puka pangika.
3. Ko te mata i te taina i te puka pangika ko te;
 - i. Puapii Maata
 - ii. te Tama/Maine Akatere-moni
 - iii. E ta'i mema ke mei roto katoa mai i te uipaanga maata e kumiti katoa aia.
4. Ka anoanoia e rua ua i teia toru mema i te taina atu i te au moni kiriti
5. Ka anoanoia te Puapii Maata kia taangaanga i te moni no te au angaanga tei tau i roto i te apii, mei tei akataka ia i raro ake i te ture o te Kumiti Apii e tei akatikaia i roto i te uipaanga.

TE PUKA REKOTI MONIA TE TAOKOTAI'ANGA

1. Ka anoano ia te Puapii Maata kia mou i te au rekoti moni no tetai itu mataiti.
2. Ka anoano ia te tangata Akatere-moni kia akataka i tetai Otita i te openga mataiti kia;
 - i. Otita i te puka moni a te Kumiti Apii.
 - ii. Akanoonoo mai i tetai ripoti no runga i tei otita ia.
3. Ko te Otita, e tangata tereni ia aia no runga i teia tuanga. Ka rauka katoa i te Maraurau Apii i te tauturu i te Kumiti Apii i te otita i ta ratou akapapaanga moni.
4. Ka anoanoia te Tama Akatere-moni kia oronga i te ripoti a te Otita ki te;
 - i. Tekeretere o te Maraura o te Apii
 - ii. Te Opati o te Otita
 - iii. Ki te au metua te ka tae ki te Uipaanga Mataiti

FINANCIAL STATEMENTS

1. For the working year, the statements must state:
 - a) the opening balance of the School Association's bank account at the start of the period; and
 - b) the amounts paid into and out of the School Association's bank account during the period; and
 - c) who the amounts were received from or paid to; and
 - d) the closing balance of the School Association's bank account at the end of the period.
2. The financial statement must give a true and fair view of the School Association's bank account for the period to which the financial statements relate to.
3. The Financial Statements must be signed by two of the trustees of the School Association members.
4. The Treasurer must prepare a financial statement and present it to each meeting of the committee.

TE TURANGA o te MONI

1. I roto i te mataiti, kia akatakaia;
 - i. te taime i akamata mai e te kumiti apii i te taangaanga i te puka pangika; e pera katoa
 - ii. te au moni tei tukuia ki roto i te puka, e tei kiritiia mai ki vao;
 - iii. e noea mai teia au moni, e kua tutaki ia kia ai; e pera katoa
 - iv. te moni e toe nei i roto i te pangika, i mua ake ka rave akaouia e tetai uipaanga.
2. Kia akaariia mai ki runga i te ripoti o te moni e kua tika e kua tau te au angaanga tei raveia i roto i te tuatau i akairi ia mai i runga i teia akanoonoo anga.
3. Ka anoanoia kia taina ia teia ripoti e tetai nga mata o te Taokotai'anga Apii.
4. Oronga atu i te akapapaanga moni ki roto i te au uipaanga katoatoa a te kumiti.

ENDING MEMBERSHIP of a COMMITTEE

1. A committee may vote to remove a member if the Member is unable to perform their duty because of:
 - a) mental or physical illness;
 - b) imprisonment, or
 - c) absence from the Cook Islands for longer than 6 months;
 - d) neglect of their duty or failure to act with integrity as a member;
 - e) failure to advise and take steps to avoid any conflict of interest in relation to their membership of the committee;
 - f) disclosure of information obtained as a member of the committee, or
 - g) failure to attend 3 meetings without valid reasons approved by the committee.

2. A position becomes vacant if a member:
 - a) Is removed from the position or is unable to perform his/her duties;
 - b) Resigns by giving written notice of resignation to the school committee; or
 - c) Dies.

The committee may appoint a member from the School Association to fill a vacancy on the committee until the next AGM.

KIRITIANGA TIKAANGA O TETAI MEMA KUMITI

1. Ka rauka i tetai mema i te akakeu kia kiritiia te taonga mema o tetai mema i roto i te putuputuanga me kare e maranga i te rave i tana tuanga angaanga no te mea:
 - i. e maki manako tona me kare e pakipakitai;
 - ii. kua tapekaia aia ki roto i te are auri;
 - iii. kua pou tetai tuatau mei te 6 marama iva'o ake i te Kuki Airani;
 - iv. e marikoanga kore te angaanga ma te irinaki kore o te au mema iaia no te au angaanga taukore me;
 - v. kare e rauka ana i te akaau e te tamaru i tetai au angaanga taukore tei tupu i rotopu iaia e te au kumiti;
 - vi. akakite i tetai au mea tei uriuriia i roto i te uipaanga ki va'o i te tuatau e mema aia.
 - vii. kare e tae ana ki te uipaanga e toru taime, mate kore e akamaramaanga,

2. Ka tika kia mono ia te taoanga o tetai mema me:
 - i. kua akaateaia aia mei runga i tona taoanga e me kare aia e rave ana i tana tuanga angaanga;
 - ii. kua kiriti tetai mema iaia mei runga i tona taoanga na rota i te tataanga i tetai peapa ki te kumiti apii;
 - iii. me kare kua mate.

E tikaanga to te Kumiti Apii i te iki i tetai mema mei roto mai i te Taokotai'anga no te mono i tei takake, me kare tei akaruke, no te tuatau e tae uatu ki te uipaanga mataiti.

THE SCHOOL COMMITTEE MEETINGS

1. The committee must meet at least once every 2 months not including December and January.
2. The Chairperson must convene an extra meeting if at least 3 committee members give the chairperson a written request to do so.
3. If the Chairperson is unavailable for additional meetings, the members may appoint another member to run the meeting.
4. The quorum of a meeting is half of the members of the committee plus one.
5. Every member of the committee has a vote, and if a vote is tied, the chairperson has the deciding vote.
6. The committee may hold its meetings in any way that it considers appropriate by law.
7. The Treasurer must prepare a financial statement and present it to each meeting of the committee.

TE UIPAANGA A TE KUMITI APII

1. Kia raveia te uipaanga e tai taime i roto i te rua marama katoa.
2. Ka rauka i te tama Akatere-au i te rave atu i tetai uipaanga takake me kua pati e toru mema kumiti na roto i tetai reta.
3. Ka rauka i te kumiti apii i te iki mai i tetai mema i te akaaere i te uipaanga me kare te Tama Akatere-au e tae mai ki te reira uipaanga.
4. Ka anoanoia kia tae mai mei te apa me kare maata atu te au mema kumiti i te au tuatau uipaanga katoatoa.
5. Me kua aiteite te ikianga/voutianga i tetai tamanakoanga ka tuku i reira te tama akaaere i tana ikianga.
6. Ka rauka i te kumiti apii i te rave i ta ratou uipaanga tei tau kia ratou, eiaa ra kia aati i te ture tei akanooia no te au kumiti i roto i te ture metua.
7. Kia akakiteia te akapapaanga moni ki roto i te au uipaanga katoatoa a te Kumiti.

The ROLE of the DISCIPLINE COMMITTEE is to:

Develop a discipline policy for the school in line with the Education Act 2012
Handle student disciplinary matters relating to stand down, suspension, exclusions and expulsions.

Role of the Discipline Committee after Suspension:

The school Disciplinary Committee must hold a disciplinary hearing no later than 3 working days after the principal suspends any student.

Before the hearing, the committee must give the student and the parent or guardian written notice of the hearing inviting the student and parent or guardian to appear at the hearing.

After the hearing the committee may:

1. Lift the student's suspension either unconditionally or subject to conditions, or
2. Extend the suspension for a further period subject to appropriate conditions aimed at making the student's return to school, or
3. If the committee considers that the student's case needs a very serious response -
 - a) For a student younger than 16 years of age, remove the student from and enroll the student at another school.
 - b) For a student aged 16 years or older, to expel the student from school.

The committee may confirm, reverse or modify their decision and take immediate action as mentioned above.

Within 24 hours after deliberating their decision, the committee must give a parent or guardian of the student written notice of:

- a) The result of the committee's reconsideration and how the parent or guardian may apply for a review of the decisions reached if required

Te ANGAANGA a te KUMITI AKATANOTANO e:

Anga i tetai ture akamako i te tamariki i roto i te apii kia tau ki te Ture Metua o te Apii 2012. Rave katoa i tetai au tuanga akamako i te tamariki tei akaatea ia mai mei roto i te are apii, e tei akaatea takiriia ki te kainga.

Te angaanga a te Kumiti Akatanotano i muri ake i te akaateaangaia o tetai tamaiti:

Ka rave te Kumiti Akatano i tetai uipaanga i roto i te 3 ra i muri ake i te akaateaangaia o tetai tamaiti ki vao e te Puapii Maata.

I mua ake i te uipaanga, ka tuku atu te kumiti i tetai tuatua akakite na roto i te peapa ki te Metua o te tama tei aka'apaia, kia tae mai ki te uipaanga kia akarongo i te angaanga tau kore i raveia e tana tama.

I muri ake i te uipaanga, ka tuku atu te Kumiti i tetai o teia au utunga:

1. Ka akaatea i te utunga akapae no tetai tuatau, me kare na roto i tetai au takaianga, me kare
2. Ka akaroa atu i te utunga akapae no tetai tuatau na roto i tetai au takaianga kia ngoie ua i te tamaiti i te oki mai ki te apii, me kare
3. Me kua tamanako te kumiti e kare rai e puapinga i te akaoki mai ki te apii; teia i reira te ka raveia –
 - i. Me tei raro ake te mataiti o te tamaiti i te 16 mataiti ka akaatea'ia aia mei te apii e ka apai iatu aia ki tetai apii ke.
 - ii. Mei tei runga atu te mataiti o te tamaiti i te 16, ka akaatea takiri ia aia mei te apii e kare aia e akatikaia ki tetai apii ke.

Ka rauka i te Kumiti i te akapapu, me kare akatano, me kare akaoki i ta ratou utunga i tuku e oti, rave i te reira mei tei taikuia i runga nei.

I roto i te 24 ora, ka tata te Kumiti i tetai peapa i te akakite ki te metua me kare ki te tiaki i:

- i. Ta ratou utunga i tuku e te akamarama katoa atu i te tikaanga o te Metua i te pati kia kimi akaouia te manamanata o tana tamaiti me kare i tau.