**Kawa for Visitors**

**Rutherford Board of Trustees Meetings**

Welcome! We’re so glad that you’re here. This sheet is intended to help you understand how these meetings are run and to help you feel comfortable throughout the meeting.

* Please feel free to make yourself a hot/cold beverage from the kitchen.
* All meetings start with a Karakia, to help focus the Board’s work. We also place a photo of Rutherford students on the table to explicitly remind us that we are working for our learners (your children).
* At the start of the meeting, the Board Chair will make introductions.
* If you have a cell phone please switch it off or put it to silence before the meeting.
* Toilets are situated along the staffroom hallway.
* Depending on the content of the meeting, the Board Chair will many times invite visitors to participate in and contribute to the discussion. However, in other instances visitors will not have speaking rights. While all meetings are open to the public they are not public meetings. The Board cannot give visitors voting rights.
* In almost every meeting there are agenda items that require the Board to go into ‘in committee’ due to the sensitivity of information to be presented. During the ‘in committee’ agenda item, all visitors will be asked to leave the meeting room. At Rutherford we tend to group ‘in committee’ items towards the end of the agenda.
* Meetings are advertised in the school newsletter and on the school electronic calendar.
* If you’re interested in bringing an issue to the Rutherford Board of Trustees, please discuss how to do this with the Board Chair following the meeting or through email.

As visitors, we certainly hope you get an idea about how it feels and what looks like to govern Rutherford. We really want to be transparent with our decision making and to ensure we govern the school in such a way that reflects the aspiration of our students and their families. Thank you for your interest in our work.